



Where Quality Is A Lifestyle

September 19, 2007

BID #636

Gentlemen:

You are invited to submit a bid for Voice and Data Cabling as per the specifications, drawings and information contained herein. Drawings will be past out at the pre-bid conference. Drawings are also available on the Fayette County website. All required information shall be included with your bid. Any exceptions to the specifications shall be listed in the space provided.

A pre-bid conference will be held at 2:00 p.m. on Tuesday, October 2, 2007 at the Fayette County Administrative Complex 140 Stonewall Ave., Suite 101 in Fayetteville, Ga. for the below referenced invitation for bids. All bidders and interested parties are invited and strongly urged to attend. This will be the opportunity to voice all questions, concerns and comments about this invitation for bids and have them addressed. It is important that you attend.

Your bid should be on the attached pricing sheet. All prices shall be F.O.B. Destination, Fayette County. Be sure to include the **bid number** and **reference** along with your company's name and address on the **sealed** envelope in which the bid is returned. **Use a separate envelope for each bid submitted.**

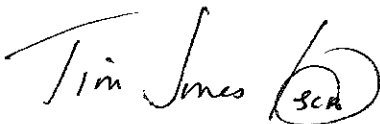
BID MUST BE SUBMITTED TO:
FAYETTE COUNTY PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST
SUITE 101
FAYETTEVILLE, GEORGIA 30214
BID # 636
REFERENCE: Voice and Data Cabling

Bids will be received at the above address until 3:00 p.m., Tuesday, October 16, 2007 in the Purchasing Department, Suite 101. Bids will be opened at approximately 3:00 p.m., October 16, 2007. Bids must be signed to be considered. Late bids will not be considered. Faxed bids will not be considered.

If this invitation for bids is downloaded from our web site, it is the responsibility of the individual or company that downloads this invitation for bids to continue to check the Fayette County web site for any addenda that might come out for this invitation for bids and is posted on the Fayette County web site. Fayette County shall not be responsible for any information that any individual or company fails to get in an addendum that is posted on the Fayette County web site but is not downloaded. However, if the Fayette County Purchasing Department mails the invitation for bids to a company or individual, we will keep a record of who we mailed that invitation for bids to and all addenda for that invitation for bids will also be mailed to those companies or individuals.

The County reserves the right to reject or accept any or all bids and to waive technicalities, informalities, and minor irregularities in bids received.

Sincerely,



Tim Jones, CPPO
Director of Purchasing

TJ/tcb

GENERAL TERMS AND CONDITIONS

1. **Preparation of Bids**
 - 1A. Bidder shall examine the drawings, specifications, schedule and all instructions. Failure to do so will be at the bidder's risk.
 - 1B. Bidder shall furnish all information required by the bid form. Erasures or other changes must be initialed by the person signing the bid. Bids must be signed by an authorized agent of the company.
 - 1C. Bidder shall submit bid using bidder's exact legal name in the appropriate space.
2. The term "contractor" as used herein and elsewhere in these specifications shall be used synonymously with the term "successful bidder." The term "County" shall mean Fayette County.
3. **Submission of Bids**
 - 3A. Bids and amendments shall be enclosed in sealed envelopes, addressed to the office specified in the invitation for bids with the name and address of the bidder, the reference and bid number on the face of the envelope.
 - 3B. The County shall not be responsible for the premature opening of a bid not properly addressed and identified by bid number and reference and/or delivered to an improper destination.
 - 3C. Samples of items, when required, must be submitted within the time specified and, unless otherwise specified, at no expense to the County. Unless otherwise specified, samples will be returned at the bidder's request and expense if items are not destroyed by testing.
 - 3D. Items offered must meet required specifications and must be of a quality which will adequately serve the use and purpose for which intended.
 - 3E. Full identification of each item bid upon, including brand name, model, catalog number, etc... must be furnished to identify exactly what the bidder is offering. Manufacturer's literature must be furnished.
 - 3F. All items to be furnished shall be new and in current production unless otherwise stated. The quality of the items shall not have deteriorated so as to impair their usefulness.
 - 3G. In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.
 - 3H. The bid, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening of the bids as set out in the invitation to bid unless specifically excepted to in your bid.
 - 3I. All prices shall be quoted FOB Destination, Fayette County or job site.
 - 3J. Since delivery time is of utmost importance and can be a factor in the award, it shall be the responsibility of the bidder to accurately state the delivery or completion time in the space provided for this invitation for bids.
4. **Discounts**
 - 4A. Bidders are urged to offer cash discounts for prompt payment. Such discounts will be a factor in the award. Offers of discounts for payment within (10) days following the end of the month or at least 15 days after receipt of invoice are preferred.
 - 4B. In connection with any discount offered, time will be computed from the date of acceptance at destination or the date a correct invoice is received, whichever is the later date. Payment is deemed made, for the purpose of earning the discount, on the date of the check.
5. **Evaluation of Bids**

The evaluation of bids and the determination as to equality and acceptability of products or services offered shall be the responsibility of the County. Accordingly, to insure that sufficient information is available, the bidder may be required to submit financial information, literature, samples, references or other information prior to award.
6. **Award**
 - 6A. Award will be made to the lowest responsive, responsible bidder. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the County, delivery terms and payment terms will be taken into consideration in making the award. The County may make such investigation as it deems necessary to determine the ability of the bidder to perform, and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract.
 - 6B. The County may make awards by group or by line items of any bid, unless the bidder qualifies his bid by specific limitations. Unless otherwise provided in the bid schedule, bids may be submitted for any quantities less than those specified. The County reserves the right to make an award on any item for a quantity less than the quantity bid upon at the unit prices quoted in the bid unless the bidder specifies otherwise in the bid.
7. **Substitutions**

Bidders offering and quoting on substitutions or who are deviating from the attached specifications, shall list such deviations in the space provided or on a separate sheet to be submitted with their bid. The absence of such a substitution list shall indicate that the bidder has taken no exception to the specifications contained herein.

8. **Brand Name or Trade Name**
- 8A. If items in this invitation to bid have been identified, described or referenced by a brand name or trade name description, such identification is intended to be descriptive, but not restrictive and is to indicate the quality and characteristics of products that may be offered. Products may be considered for award if such products are clearly identified in the bids and are determined by the County to meet its needs in all respects.
- 8B. If the bidder proposes to furnish another product, such product shall be clearly identified in the bid. The evaluation of bids and the determination as to equality of products offered shall be the responsibility of the County. Accordingly, to insure that sufficient information is available, the bidder may be required to submit literature and/or samples prior to award.
9. **Delivery Failures**
- Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the Purchasing Director, or failure to make replacements of rejected articles when so requested, immediately or as directed by the Purchasing Director, shall constitute authority for the Purchasing Director to purchase in the open market articles of comparable grade to replace the articles rejected or not delivered. On all such purchases, the contractor shall reimburse the County within a reasonable time specified by the Purchasing Director for any expense incurred in excess of contract prices or the County shall have the right to deduct such amount for monies owed the defaulting contractors. Such purchases shall be deducted from contract quantities. Alternatively, the County may impose a late delivery penalty on a delinquent contractor of one percent (1%) per day for a period of up to ten (10) days for each day that delivery or replacement is late. Should public necessity demand it, the County reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Director.
10. **Non-Collusion**
- Bidder declares that the bid is not made in connection with any other bidder submitting a bid for the same commodity or commodities, and that the bid is bona fide and is in all respects fair and without collusion or fraud. An affidavit o-collusion, if included in bidding instructions, shall be executed.
11. **Default**
- The contract may be cancelled or annulled by the Purchasing Director in whole or in part by written notice of default to the contractor upon non-performance or violation of contract terms. An award may be made to the next low responsive and responsible bidder, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting contractor (or his surety) shall be liable to the County for cost to the County in excess of the defaulted contract prices; provided, however that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on his bid, unless extended in writing by the Purchasing Director, shall constitute contract default.
12. **Guarantee**
- The material shall be guaranteed to be free from defects of construction, conception and workmanship for a period of at least twelve (12) months from date of acceptance. Any part or portion found not in accordance with this specification will be rejected and returned to vendor at vendor's expense for immediate replacement.
13. **Patent Indemnity**
- The contractor guarantees to save the County, its agents, officers, or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the contractor is not the patentee, assignee or licensee.
14. **Packaging**
- Bidder shall indicate how his product is supplied and the packaging of the product. All products must be packaged in a manner that will afford reasonable protection against moisture, contamination and tampering. Items must be furnished in manufacturer's original unopened package or container.
15. Upon request by the County, information on products awarded shall be provided by the contractor.
16. Final inspection of all products and decision of acceptance or rejection will be made by the County. Final inspection shall be conclusive except with respect to latent defects, fraud, or such gross mistakes as shall amount to fraud. Final inspection resulting in acceptance or rejection of the products will be made as soon as practicable, but failure to inspect shall not be construed as a waiver by the County to claim reimbursement or damages for such products which are later found to be in non-conformance with specifications.
17. **Bidder Qualifications**
- The ability of the contractor to provide dependable and prompt service shall be an important consideration in awarding a contract.
18. **Ability To Perform**
- The bidder may be required, upon request, to provide to the satisfaction of the County that he/she has the skill, experience and the necessary facilities as well as sufficient financial and human resources to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the County, then the bid of such bidder may be rejected.
19. Each item or sub-item shall be individually priced per unit as shown under "unit price" column. Bidder shall multiply the unit price bid by the quantity listed under the quantity column and the total shall be indicated in the extended price column. In case of error in extensions or additions or in case of discrepancy between the unit price and the extended price, unit price shall prevail.
20. Prices quoted shall be firm for the period of the contract.
21. Bidder shall specify manufacturer or trade name and product number for each line item bid in the space provided on the proposal pages. Failure to do so or the inclusion of remarks such as "as specified" will be cause for rejection of bid.
22. In return for prices submitted, the County will purchase all of their requirements of the products listed herein from the successful bidder. It is provided, however, that when quality or quantity levels are not satisfactory to the County, an exception to this commitment will be granted.

23. **Quantities**
Quantities listed herein are estimates only for the period specified. No guarantee to purchase the amounts shown is intended or implied. The County reserves the right to order larger or smaller quantities at the prices quoted on this proposal.
24. **Substitution of Requested Items**
The contractor shall be obligated to deliver products awarded in this contract in accordance with terms and conditions specified herein. If a contractor is unable to deliver the products under the contract, it shall be the contractor's responsibility to obtain prior approval of the ordering agency to deliver an acceptable substitute at the same price quoted in the contractor's original bid. It shall be the contractor's responsibility to obtain such substitute. In the event any contractor consistently needs to substitute or refuses to substitute products, the County reserves the right to terminate the contract or invoke the "Delivery Failures" clause stated herein.
25. **Responsibility for Damaged Claims**
The contractor shall indemnify, hold harmless and defend the County and its officers, employees, agents and representatives, from all suits, actions, claims, damages and judgements of any character that may be brought against the County by whomsoever, on account of any injuries or damages sustained by any person or property due to the negligent acts or omissions by the contractor, or any of his officers, employees, subcontractors, assignees, or representatives in the performance of the contract. In the event the County and the contractor are found to be joint tortfeasors with respect to any such injuries or damages, the contractor's obligations to indemnify the County under this section shall extend only to the contractor's prorata share of negligence as determined in accordance with Georgia State Statutes.
26. Assignment of any contract resulting from this invitation to bid will not be authorized.
27. None of the various County agencies, either individually or collectively, will be required to purchase any minimum amount during the term of this contract, nor will they be limited, either individually or collectively, to any maximum amount during the term of this contract.
28. This contract may be cancelled by either party upon submitting thirty (30) days written notice of intent to cancel to the other party.
29. The County reserves the right to increase or decrease quantities shown without penalty.
30. **Rejection of Bids**
Failure to observe any of the instructions or conditions in this invitation to bid shall constitute grounds for rejection of bid.
31. All of the specifications and information contained in this invitation to bid, unless specifically excepted to in writing and included with the bid, will form the basis of the contract between the successful bidder (the contractor) and the purchaser. Caution should be taken by the bidder that all questions are answered in the spaces provided and all requested information is submitted.
32. **If multiple line items are listed on the pricing sheet, such items may be awarded by line item, by groups or by lump sum award. The award will be made in the best interest of Fayette County. If your company will not accept a split award for this invitation for bids, you must so indicate on the attached pricing sheet.**
33. The bid opening is open to the public. Bid tabulations will be available for public viewing in the Purchasing Department for a period of 90 days from the bid opening date. Within two working days after the bid opening the bid prices will be listed in an information box by bid name and number. That information can be accessed by dialing the Fayette County Purchasing Department at 770-460-5730, Ext 5420 and following the directions given for results of sealed bids. If you would like a copy of the bid tabulation, it may be obtained in the Purchasing Department at .25 per page. If you would like the tabulation sheet mailed to you, the proper amount for postage along with the total price of the bid tabulation shall be received in Purchasing in advance. Make checks payable to the Fayette County Board of Commissioners.
34. **If your company has not filled out a bidders list application to get on the Bidders List, please contact the Purchasing Department as soon as possible at (770) 460-5730, Ext.5420 to get an application. The completed application will tell us which commodities your company sells and the ones you would like to be placed on the bidders list for. We will place that information in the computer. Without that information we will not be able to list in our computer files the commodities that your company sells. Participation in this bid invitation does not automatically place a company on the Master Bidders List.**

NOTES AND INSTRUCTIONS TO BIDDERS

1. Bidders are urged to visit the site to familiarize themselves with site conditions. If a bid is submitted it is understood that the bidder is acknowledging his acceptance of all site conditions.
2. The successful bidder shall be required to warranty his work for a period of at least one year after final acceptance by Fayette County of the work performed by the successful bidder.
3. Bids will not be accepted from any person, firm, or corporation who is in arrears in any debt or obligation to Fayette County.
4. The bid made by any company or firm must be signed in a legal manner in the name of such company or firm by a duly authorized officer, member or representative, whose name and representative capacity shall be stated, and the address of the principal place of business must be shown.
5. If the work described in this invitation for bids is for roadway improvements and the proposed price is \$5,000.00 or greater or if the proposed price for any other type work is \$20,000.00 or greater, then a contract performance bond and a payment bond, each equal to 100% of the contract price with surety company satisfactory to the County, must be provided by the successful bidder by a surety company qualified to do business in Georgia. Bond given shall meet the requirements of Georgia Code Section 36-82-100 to 105. The bond shall be submitted in the name of the Fayette County Board of Commissioners prior to the work being commenced.
6. Include with your bid a list of three (3) jobs that your company has done that is of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, phone number and the date job was completed.
7. Successful bidder must be insured.

PLEASE FILL OUT AND RETURN WITH YOUR BID THE LAST PAGE OF THIS INVITATION FOR BID. IT IS CALLED THE INFORMATION PAGE.

INSURANCE REQUIREMENTS

The successful bidder shall, without expense to the County, carry the following to be in effect throughout the term of the contract:

1. Third party property damage insurance in such amounts as are deemed adequate by the County and Board of Commissioners against all losses, cost, damages, claims, expenses, or liability whatsoever because of accidental injury or damage to person or property occurring in the course of or as a result of performing the duties of this contract, and any and all matters incidental thereto. A minimum amount of coverage in the amount of \$500,000.00 is required; although, additional coverage may be required depending on the nature of the work to be performed. The successful bidder shall also carry adequate Workman's Compensation Insurance covering all employees engaged in performing the duties and responsibilities of this contract.
2. Public Liability and Property damage insurance coverage including, but not limited to, the liability assumed in the indemnification provisions as specified in this invitation for bids fully insuring the successful bidder for liability for injury to or death of county employees and third parties, extended to include personal injury liability coverage, and damage to property of third parties, with a minimum combined coverage for each occurrence of \$500,000.00 with an umbrella policy in the amount of one million dollars, \$1,000,000.00.
3. Comprehensive automobile and truck liability insurance to include coverage of owned, hired, and non-owned vehicles with minimum limits of \$300,000.00 each occurrence for bodily injury and \$100,000.00 each occurrence for property damage. Such insurance is to include coverage for loading and unloading hazards.

A copy of the certificate of insurance for the aforementioned shall be submitted with your bid. A request will be sent to the agent or the insurance company of the successful bidder to notify Fayette County 30 days prior to cancellation of or upon any material change in coverage of the aforementioned insurance coverage prior to the work being completed. No award will be made until proof of the insurance coverage is submitted.

SPECIFICATIONS FOR VOICE AND DATA CABLING

SCOPE

Fayette County Government is seeking bids from qualified Contractors for the Voice and Data cabling of the Administrative Complex offices located at 140 Stonewall Avenue in Fayetteville, Georgia. All work shall be coordinated with a designated representative of the Information Systems Department, who will act as a single point of contact for all activities regarding this project. Diagrams have been made showing the approximate location and number of drops for each office. Currently, 490 voice and data drops will be needed, but this number is subject to change prior to the completion of the installation of the system. Contractors will be asked to submit pricing for the original 490 drops defined in this bid, as well as the pricing for any additional drops that could be needed during a one year period (see Bid Requirements section for further detail). Contractors need to be aware of existing conditions and will be responsible for taking their own measurements so that they may accurately estimate the needs of the project. It is therefore highly recommended that the vendors attend the pre-bid walk-through prior to submitting a bid on this project.

CONTRACTOR QUALIFICATIONS

Bidder is asked to provide names of staff that will be performing the work as well as proof of insurance. Bidder shall provide a list of the 3 most recent projects of this scope and nature, including names and sizes of projects, description of work, times of completion and contact information to be used as references. Successful Contractor shall be manufacturer-authorized for work to be performed and shall provide proof of authorization. Successful Contractor is expected to perform all services with in-house contractor personnel. No portion of this project may be assigned or sublet without the prior written consent of Fayette County. Successful Contractor should own all testing equipment required for this project.

GENERAL REQUIREMENTS

The Bid shall include all labor costs, materials, equipment, tools, etc. required for the complete installation of the work. Bidder shall submit, for approval, details of all materials, equipment and systems to be furnished. All equipment and materials required for installation shall be the current model and new (less than one year from the date of manufacture), unused and without blemish or defect. Cabling shall mean cable, installed in conduit, raceway, cable trays or j-hooks, with all the required boxes, fittings, connectors, and accessories necessary for its complete and proper operation.

All cables and related terminations, support and grounding hardware shall be furnished, installed, wired, tested, labeled, and documented by the successful Contractor.

WORK

The work consists of furnishing all labor, equipment, materials, and supplies, and performing all operations necessary to complete the installation of this structured cabling system, in compliance with the specifications and drawings. The Contractor shall provide and install all of the required materials to form a complete system whether specifically addressed in the technical specifications or not.

The work shall include, but is not limited to the following:

1. Furnish and install a complete voice/data wiring infrastructure.
2. Furnish, install, and terminate all UTP cable.
3. Furnish and install all wall plates, jacks, patch panels and termination blocks.
4. Furnish any other material required to form a complete system.
5. Perform permanent link testing and certification of all components.
6. Furnish test results of all cabling to Fayette County on disk listed by closet, then by outlet ID.

Where work under this project requires extension relocation, reconnections, or modifications to existing equipment or systems, the existing equipment or systems shall be restored to their original and operating condition. Successful Contractor shall remove all equipment indicated to be demolished, including outlets, devices, raceways, and support structures. Successful Contractor shall provide all coring, cutting and patching to existing walls, floors, etc., required for the removal of existing work, or for the installation of new work.

APPROVED CATEGORY 6 PRODUCTS

1. Approved 4-pair UTP Cable: Belden IBDN (formerly Nordx).
GigaFlex 2412 Cat 6 PVC Non-Plenum White (24566315-Box) (24566345-Reel)
GigaFlex 2412 Cat 6 PVC Non-Plenum Blue (24566915-Box) (24566945-Reel)
2. Approved Outlet Connectivity Mfg: Belden IBDN (formerly Nordx).
GigaFlex PS6+ Module T568A/B, White AX101065
GigaFlex PS6+ Module T568A/B, Blue AX101071
3. Approved Workstation Outlet Mfg: Belden IBDN (formerly Nordx).
Interface Plate, Flush, 2-port, White AX101433
Interface Plate, Flush, 4-port, White AX101437
Interface Plate, Flush, 6-port, White AX101441
MDVO Blank Inserts White A0405538
4. Approved Patch Panel Mfg: Belden IBDN (formerly Nordx).
GigaFlex PS6+ Patch Panel, 1U, 24-port, Black, T568B/A AX101611
GigaFlex PS6+ Patch Panel, 2U, 48-port, Black, T568B/A AX101613

WORK AREA OUTLETS

Work area cables shall each be terminated at their designated work area location in the connector types as described below. The jacks shall be modular telecommunication jacks that snap into a faceplate.

The Telecommunications Outlet Assembly shall accommodate:

1. Blank filler plugs installed in any unused openings of a faceplate.
Faceplate color shall be white.
2. The same orientation and positioning of jacks and connectors utilized throughout the installation. Prior to installation, the Contractor shall submit the proposed configuration for each outlet assembly for review by the designated Information Systems representative.
3. Modular jacks that incorporate a printed label strip for identifying the outlet. Printed labels shall be permanent and compliant with ANSI/TIA/EIA-606 standard specifications. Hand printed labels shall **NOT** be accepted.

QUALITY ASSURANCE/MATERIALS

All materials used in this work shall be new and shall bear the inspection label of Underwriters' Laboratories Inc. The published standards and requirements of the Telecommunications Industries Association (TIA), National Electrical Manufacturers Association (NEMA), the American National Standard Institute (ANSI), the Institute of Electrical and Electronic Engineers (IEEE), and the American Society of Testing Materials (ASTM), are hereby incorporated by reference and shall apply wherever applicable.

Components shall be compatible with each other and with the total assembly for the intended service.

All jacks, faceplates, patch panels, and cables shall be identified by machine-generated labels.

The Successful Contractor shall protect ceiling tiles, supports, lighting, HVAC, wall coverings, carpet, sprinklers, etc. from damage. If any such damage is done, the successful Contractor shall make repairs as needed with no cost to Fayette County.

Cables shall be dressed, labeled and fastened in cabinets, panels, racks and/or at cross connect backboards to present a neat, logical and orderly installation. Do not over cinch cables. Cables shall be secured to equipment using cable clamps, straps and wraps. Only releasable reusable Velcro, fasteners, or tie-wraps may be used. Cables and conductors shall be terminated with cable termination connectors compatible with the specific termination.

During construction, and prior to completion of project, successful Contractor shall remove from the premises and dispose of packing material and debris caused by the cabling work. Upon completion of the work, successful Contractor shall remove dust, excess debris, materials, equipment, apparatus, tools and similar items. The premises shall be left clean, neat and orderly.

Cabling shall be complete and operational. Testing and cleaning work shall be complete prior to system acceptance.

VOICE/DATA JACKS – CATEGORY 6 MODULAR JACK

The UTP connector module shall be Power Sum rated, with a Power Sum NEXT performance equal to, or better than, the ANSI/TIA/EIA-568-B.2-1 pair-to-pair NEXT performance specifications. The eight-position UTP connector module shall accommodate a six-position modular plug without damage to either the plug or the module. The UTP connector module shall be designed for use at the Work Area, Telecommunications Room and/or Equipment Room without modification. The UTP connector module shall be available in the T568B wiring configuration. The UTP connector module shall have an insulation displacement connection featuring insulation slicing of 22 to 24 AWG plastic-insulated solid copper conductors forming a gas-tight connection.

Jack colors shall be **“White for Voice and Blue for Data.”**

MODULAR PATCH PANELS

The patch panel system shall provide a category 6 centralized, rack-mounted termination, identification, and service assignment point for UTP horizontal, backbone, and equipment cabling at the horizontal or main cross connect, using modular cord assemblies.

EXECUTION

Cables shall be coiled in the in-wall or surface-mount boxes, if adequate space is present to house the cable coil without exceeding the manufacturer's bend radius. In hollow wall installations where box-eliminators are used, excess wire can be stored in the wall. No more

than 12" of UTP and slack shall be stored in an in-wall box, modular furniture raceway, or insulated walls. Excess slack shall be loosely coiled and stored in the ceiling above each drop location, when there is not enough space present in the outlet box to store slack cable.

Data jacks, unless otherwise noted in drawings, shall be located in the bottom position(s) of each faceplate. Data jacks in horizontally oriented faceplates shall occupy the right-most position(s). Voice jacks shall occupy the top position(s) on the faceplate. Voice jacks in horizontally oriented faceplates shall occupy the left-most position(s).

Jack terminations shall be T568B.

Cable shall not be attached to fire-sprinkler systems or any ancillary equipment or hardware. The cable system and support hardware shall be installed so that it does not obscure any valves, fire alarm conduit, boxes, or other control devices. Cables shall not be attached to ceiling grid or lighting fixture wires. Where support for horizontal cable is required, the successful contractor shall install appropriate carriers to support the cabling. Any cable damaged or exceeding recommended installation parameters during installation shall be replaced by the successful Contractor prior to final acceptance at no cost to Fayette County.

Unshielded twisted pair cable shall be installed so that there are no bends smaller than four times the cable outside diameter at any point in the run and at the termination field.

Pulling tension on 4-pair UTP cables shall not exceed 25-lbs for a four-pair UTP cable.

Cables shall be neatly bundled and dressed to their respective panels or blocks. Only releasable reusable Velcro, fasteners, or tie-wraps may be used. Each panel or block shall be fed by an individual bundle separated and dressed back to the point of cable entrance into the rack or frame. Each cable shall be clearly labeled on the cable jacket behind the patch panel at a location that can be viewed without removing the bundle support ties. Cables labeled within the bundle, where the label is obscured from view shall not be acceptable.

Patch panel terminations shall be T568B.

IDENTIFICATION AND LABELING

Labeling shall be done in accordance with the recommendations made in the ANSI/TIA/EIA-606 document, manufacturer's recommendations, and best industry practices. Horizontal cables shall be labeled with machine generated, wrap around labels.

A total of two (3) labels per cable are required at the following intervals: (1) 8" from outlet; (2) 2" and 12" from termination block/patch panel.

TESTING AND ACCEPTANCE

All cables and termination hardware shall be 100% tested for defects in installation and to verify cabling system performance under installed conditions according to the requirements of ANSI/TIA/EIA-568-B.2-1. All pairs of each installed cable shall be verified prior to system acceptance. Any defect in the cabling system installation including but not limited to cable, connectors, feed through couplers, patch panels, and connector blocks shall be repaired or replaced in order to ensure 100% useable conductors in all cables installed.

All twisted-pair copper cable links shall be tested for continuity, pair reversals, shorts, opens and performance as indicated. Additional testing is required to verify Category performance. Horizontal cabling shall be tested using a level III test unit for category 6 performance compliance. A level III test unit is required to verify category 6 performance.

TEST RESULTS

Test documentation shall be provided to Fayette County on disk as part of the documentation package. The disk shall be clearly marked on the outside front cover with the words "Project Test Documentation", the project name, and the date of completion (month and year).

The results shall include a record of test frequencies, cable type, conductor pair and cable (or outlet) I.D., measurement direction, reference setup, and crew member name(s). The test equipment name, manufacturer, model number, serial number, software version and last calibration date will also be provided at the end of the document. Unless the manufacturer specifies a more frequent calibration cycle, an annual calibration cycle is required on all test equipment used for this installation. The test document shall detail the test method used and the specific settings of the equipment during the test as well as the software version being used in the field test equipment.

The field test equipment shall meet the requirements of ANSI/TIA/EIA-568-B.2-1. The appropriate Level III tester shall be used to verify Category 6 and cabling systems.

When repairs and re-tests are performed, the problem and corrective action taken shall be noted. Both the failed and passed test data shall be documented.

PRODUCT WARRANTY

Defective and/or improperly installed products shall be replaced and/or correctly installed at no cost to Fayette County. Contractor shall provide a manufacturer Certified System with a 25 year Product Warranty and a Lifetime Application Assurance program. These warranty programs include coverage for both parts and labor for all components used in the installed System.

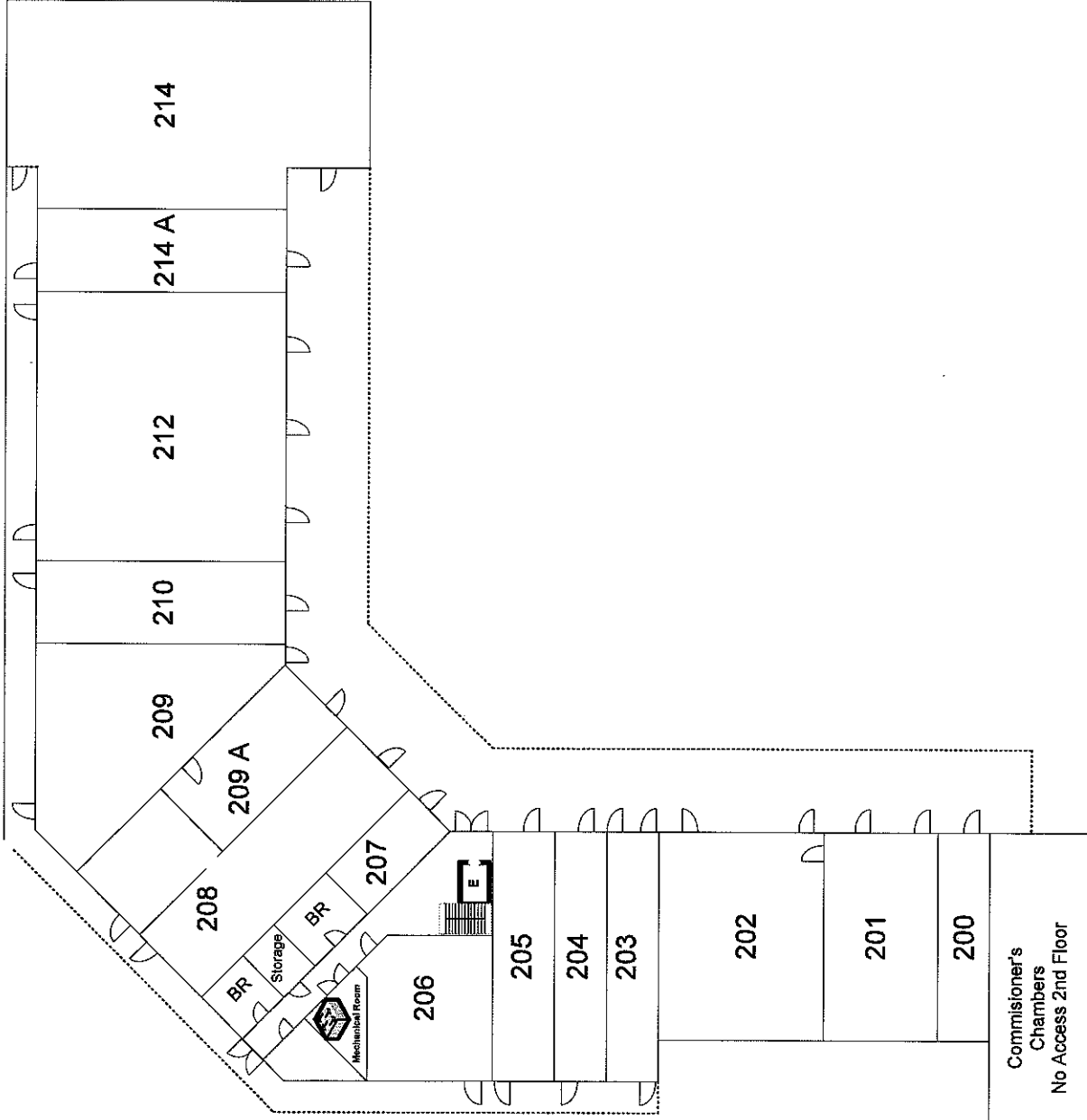
BID REQUIREMENTS

1. Attendance at the pre-bid walk-through is highly recommended. Vendors shall be responsible for taking their own measurements of the facilities to accurately determine the needs of the project.
2. Names of staff that will perform work.
3. List of 3 most recent projects – descriptions and contact information, i.e. references.
4. Proof of manufacturer authorization to perform work.
5. Detail list of all materials, equipment and systems to be furnished.
6. Itemized cost for materials, equipment, systems and labor.
7. Estimated time for completion of project.
8. Contractor shall provide pricing for any additional cable drops that could be needed during a one year period starting from the award date of this bid, with a Fayette County option to extend the agreement for additional one year period. The contractor shall include in the cost of such cable drops, all necessary materials and labor to complete the drops, except the patch panels. Existing patch panel space will be used for these cable drops. If additional patch panels are needed to terminate these additional drops, Fayette County will provide them. All material and labor specifications for such cable drops shall adhere to the specifications contained in this invitation for bids. The cost for the additional cable drops (either voice or data) should be listed as follows:

Single Drop - One cable drop to a single location/wall plate.

Double Drop - Two cable drops to a single location/wall plate.

Triple Drop - Three cable drops to a single location/wall plate.



These drawings are unofficial and
are for reference only.

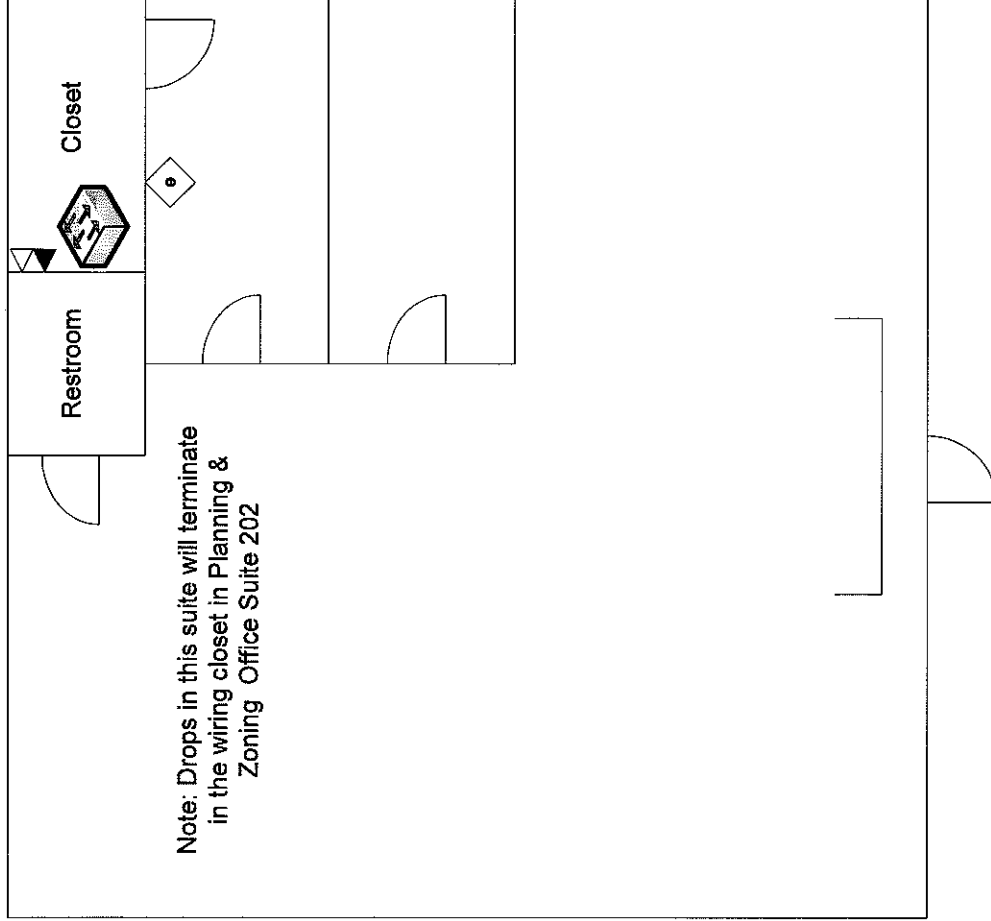
04-0377

Fayette County
Administrative Complex
Upper Level

DWG BY: B. Davis
Date: 10/19/2005
SCALE: None

FCP	Fire Alarm Control Panel	2-Way FDC	Emergency Light	Automatic Sprinkler - Fully Sprinklered	Emergency Light
K	Knock Box / Key	Single Door	RV	Non - Sprinklered	Riser Valve
OS & V Valve	Hydrant	Hydrant	AS	Automatic Sprinkler - Partially Sprinklered	Fire Door
Radioactive	Hazards	Hazards	Overhead Door	Overhead Door	Fuel Pump
Scuttle Hole	Attic Access	2 Lane Road	Dimension Line	LP Tank	

Suite 200 Environmental Health



This suite was under construction at the time of this inspection. This drawing is a representation of this suite upon completion.

Total Drop Ports =2

These drawings are not to scale and are for reference only.

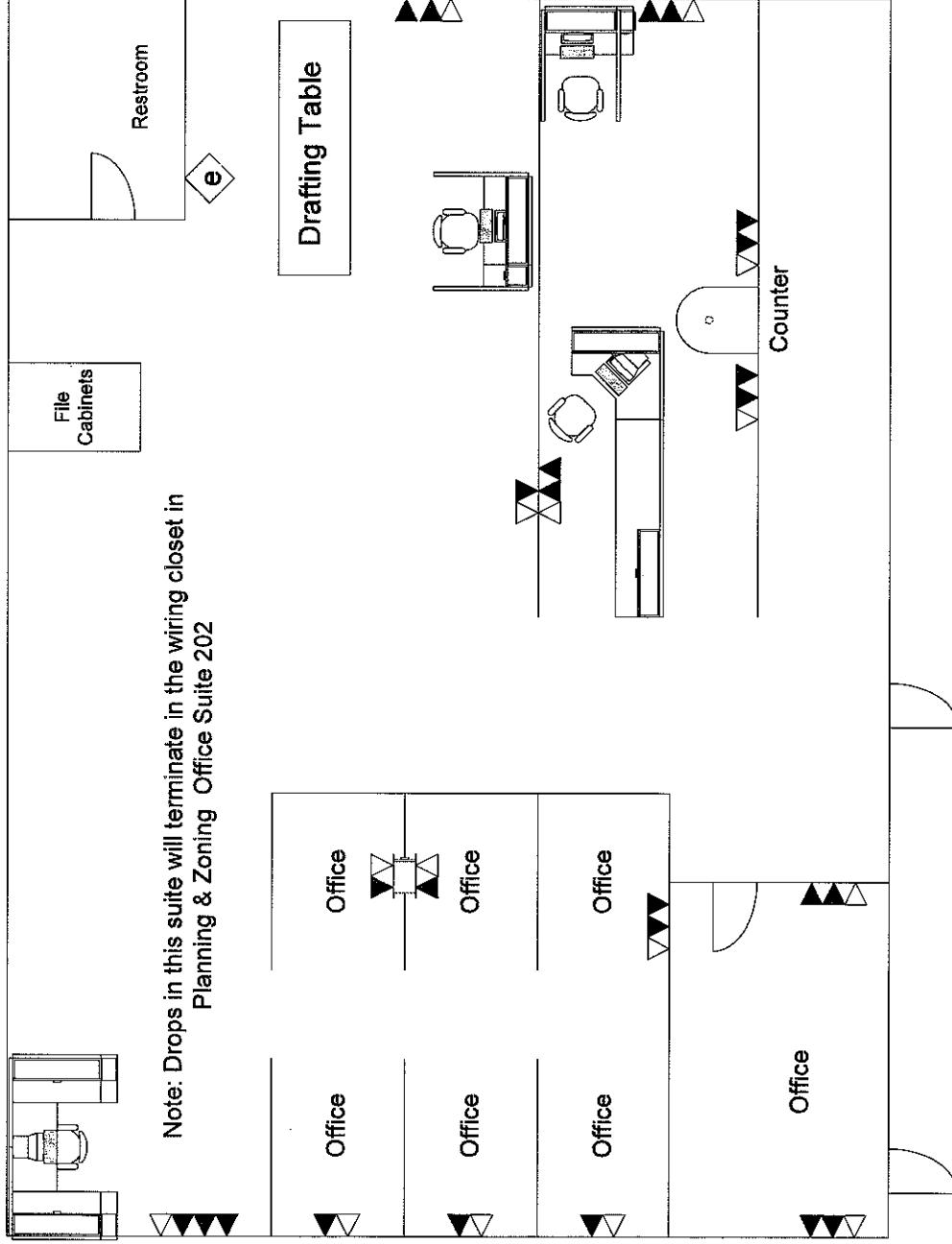
FCP	Fire Alarm Control Panel	Q.P.	24hr FDC	Electrical Meter	Automatic Sprinkler - Fully Sprinklered	Emergency Light
AS	Knox Box / Key	Single Door	Single Door	Gas Line / Meter	Non - Sprinklered	RV
AS	O S & Y Valve	Hydrant	Hydrant	electrical panel	Automatic Sprinkler - Partially Sprinklered	RV
AS	Radioactive	Scuttle Hole	Scuttle Hole	Doors	Overhead Door	RV
AS	Biohazard	Attic Access	Attic Access	2 Line Road	LP Tank	LP Tank

04-0377

Fayette County
Administrative Complex
Upper Level

DWG BY: B. Mundy
Date: 10/13/2008
SCALE: N/A

Suite 201 Building Permits



Total Ports =40

These drawings are not to scale
and are for reference only.

04-0377

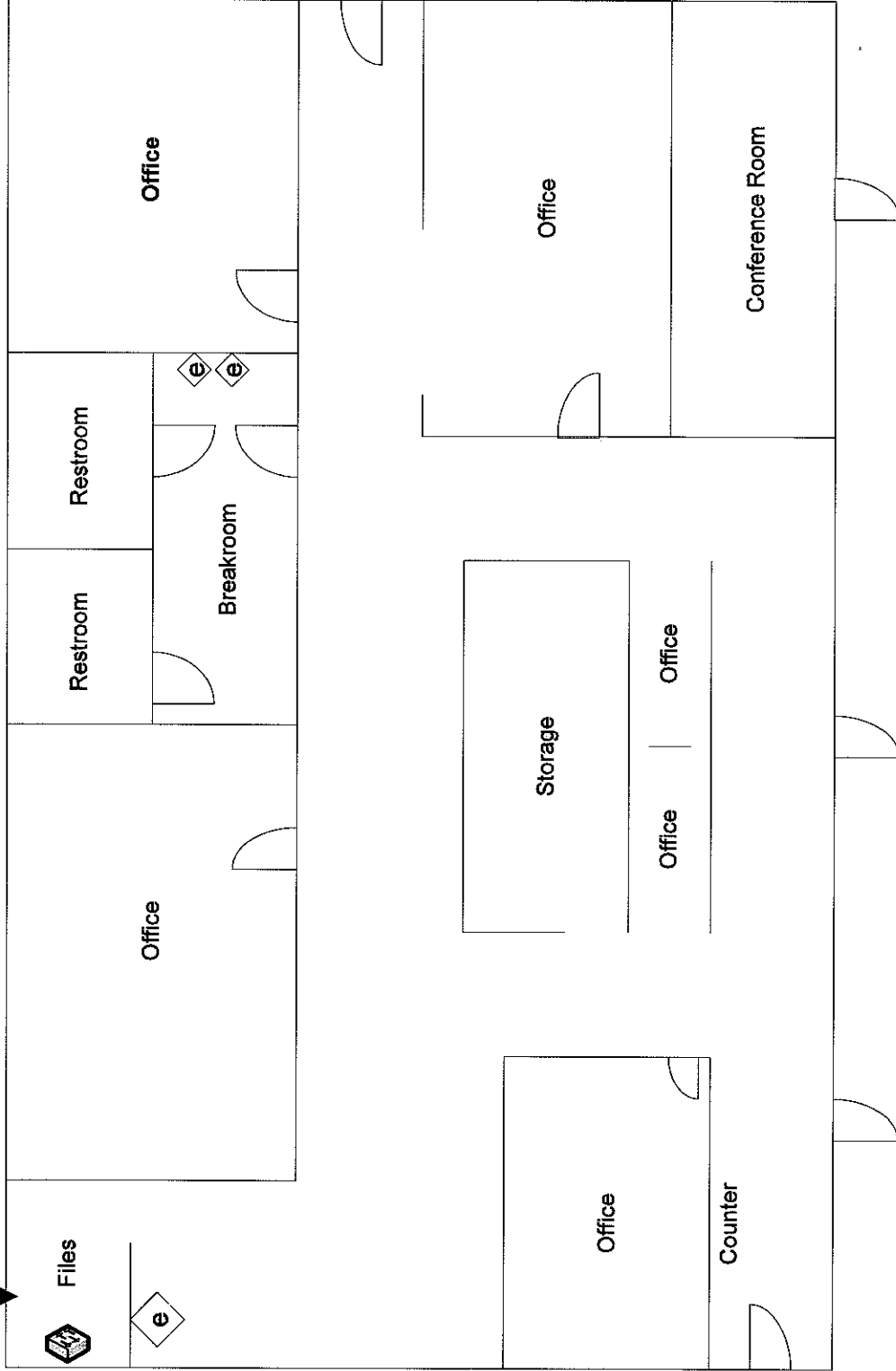
Fayette County
Administrative Complex
Upper Level

DWG BY: P Howard
Date: 10/13/2006
SCALE: None

FCP	Fire Alarm Control Panel	2-Way FDC	Electrical Meter	Automatic Sprinkler - Full Sprinklered	Emergency Light
A	Knox Box/Keys	Single Door	Gas Line/Meter	Non-Sprinklered	Riser Valve
Q	O & Y Valve	Hydrant	Electrical panel	Adapt. Sprinkler - Partially Sprinklered	Fire Door
		Hazard	Doors	Overhead Door	Pool Pump
		Scuttle Hole	2 Lane Road	Direction Line	LP Tank
		Attic Access			
	Radioactive				
	Biohazard				

Note: Wiring Closet for the second floor east wing of the building.

Suite 202 + 202 B Planning and Zoning



FCP	File Alarm Control Panel	Q.P.	2-Way JDC	Electrical Meter	Automatic Sprinkler - Fully Sprinklered	Emergency Light
AS	Knock Box / Keys	Single Door	Gas Line / Meter	Non - Sprinklered	RV	Riser Valve
AS	O.S. & V. Valve	Hydrant	electrical panel	Automatic Sprinkler - Partially Sprinklered	Fire Door	Fire Door
Radioactive	Hazardous	Hazardous	Doors	Overhead Door	Fire Pump	Fire Pump
	Scuttle Hole	Scuttle Hole	2 Lane Road	Dimension Line	UP Tank	UP Tank
	Attic Access	Attic Access				

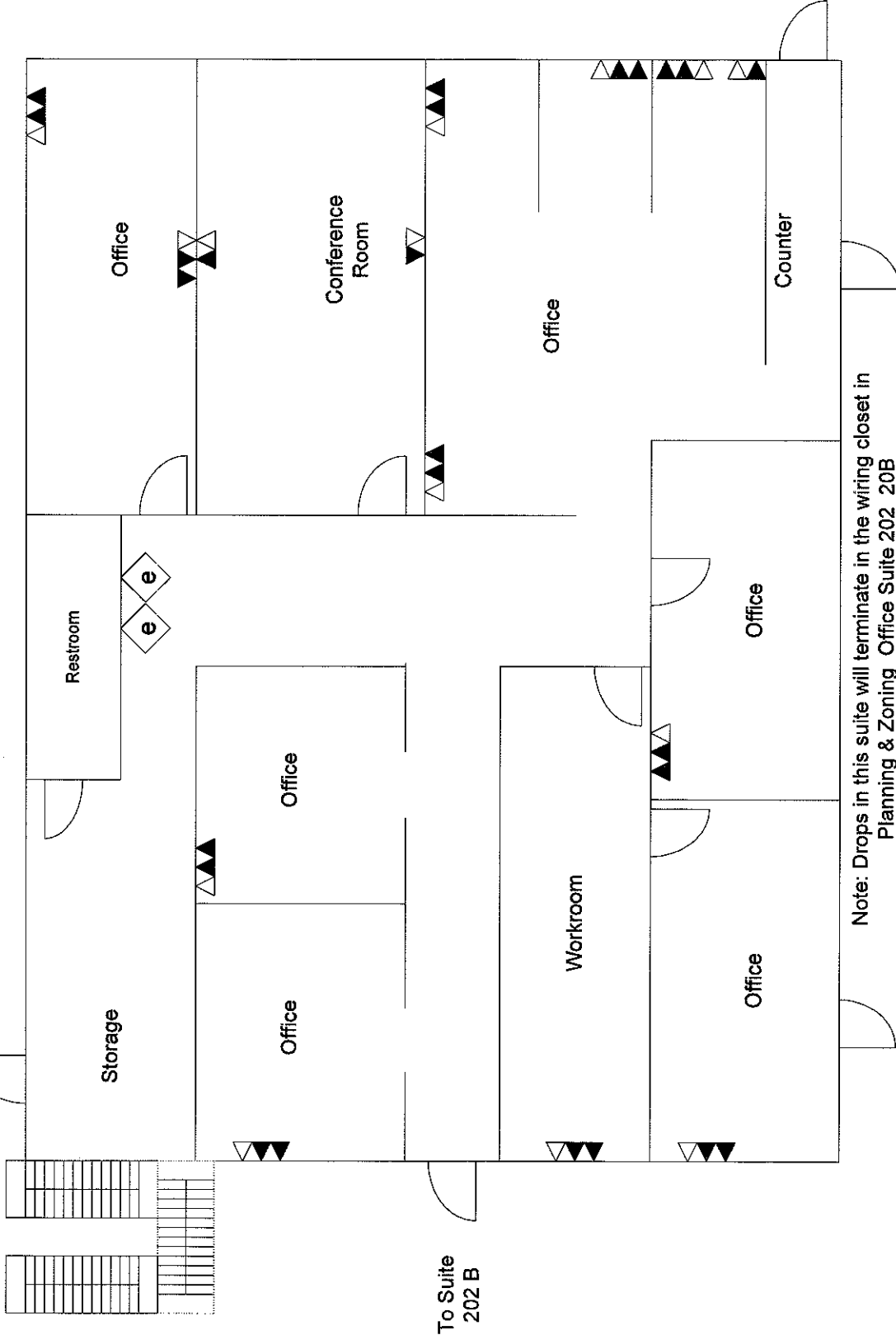
04-0377

Fayette County
Administrative Complex
Upper Level

DWG BY: P Howard
Date: 10/13/2008
SCALE: None

These drawings are not to scale
and are for reference only.

Suite 203 Engineering Dept.



Note: Drops in this suite will terminate in the wiring closet in Planning & Zoning Office Suite 202 20B

FCP	Fire Alarm Control Panel	2-Way FDC	Electrical Motor	Automatic Sprinkler - Fully Sprinklered	Emergency Light
	Knox Box/Keys	Single Door	Gas Line/Meter	Non-Sprinklered	Riser Valve
	OS&Y Valve	Hydrant	electrical panel	Automatic Sprinkler - Partially Sprinklered	Fire Door
	Radiactive	Hazard	Door	Overhead Door	Fuel Pump
	Biohazard	Scuttle Hole	2 Lane Road	Dimension Line	LP Tank
		Attic Access			

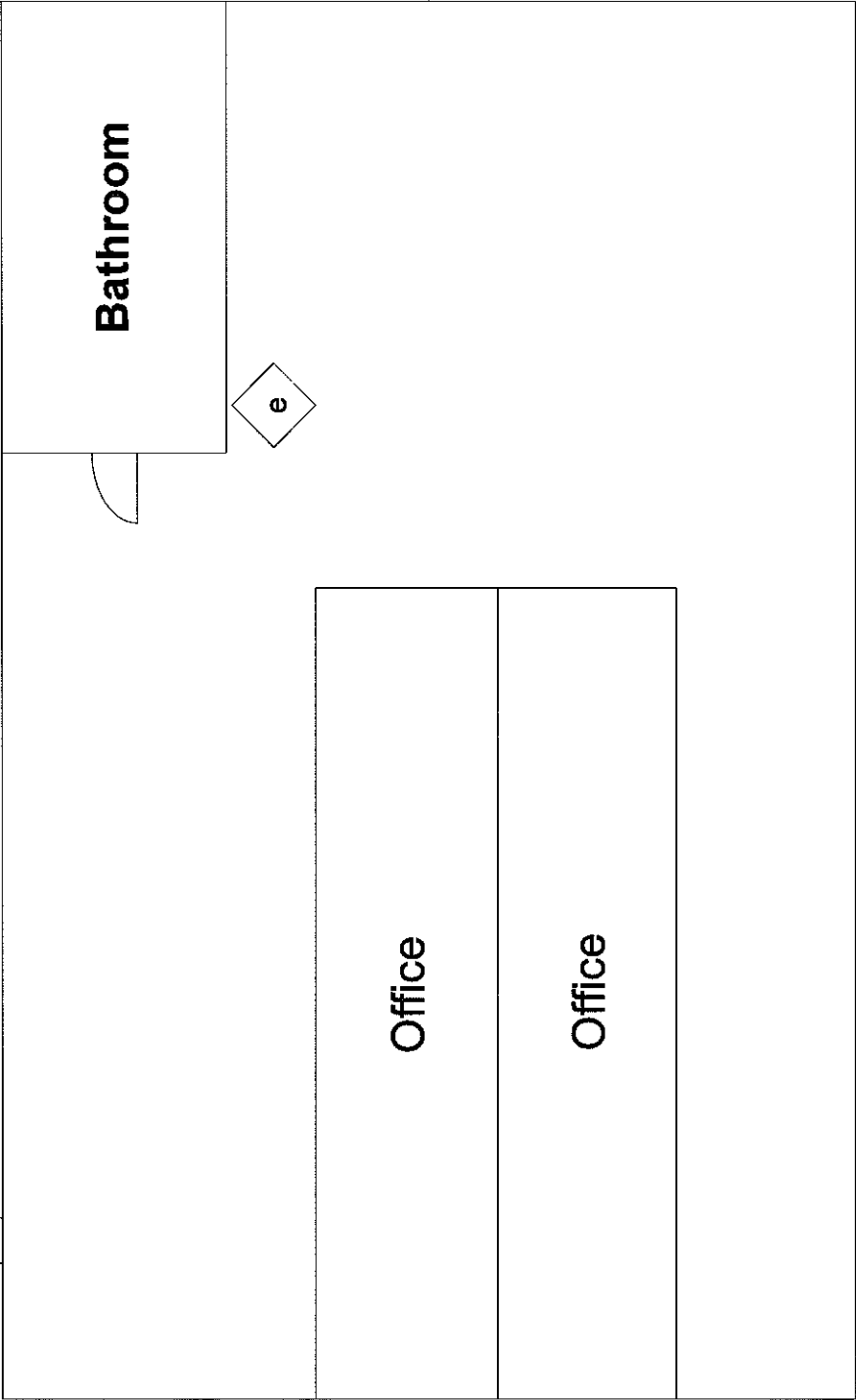
Total Drops = 39

These drawings are not to scale and are for reference only.

04-0377	
Fayette County Administrative Complex Upper Level	
DWG BY: R Shafer	Date: 10/13/2008 SCALE: None

Suite 204 Marshal

To Balcony



	Fire Alarm Control Panel		2-Way FDC		Electrical Riser		Automatic Sprinkler - Fully Specified		Emergency Light
	Hazardous Waste		Single Door		Glass Door		Non-Sprinkler		Hazardous Waste
	OS&Y Valve		Hydrant		Electrical panel		Automatic Sprinkler - Partially Specified		Fire Door
	Hazardous Waste		Hazardous Waste		Door		Overhead Door		Fire Pump
	Hazardous Waste		Scuttle Hatch		2 Level Beam		Discharge Line		LP Tank
	Hazardous Waste		Attic Access						

These drawings are not to scale and are for reference only.

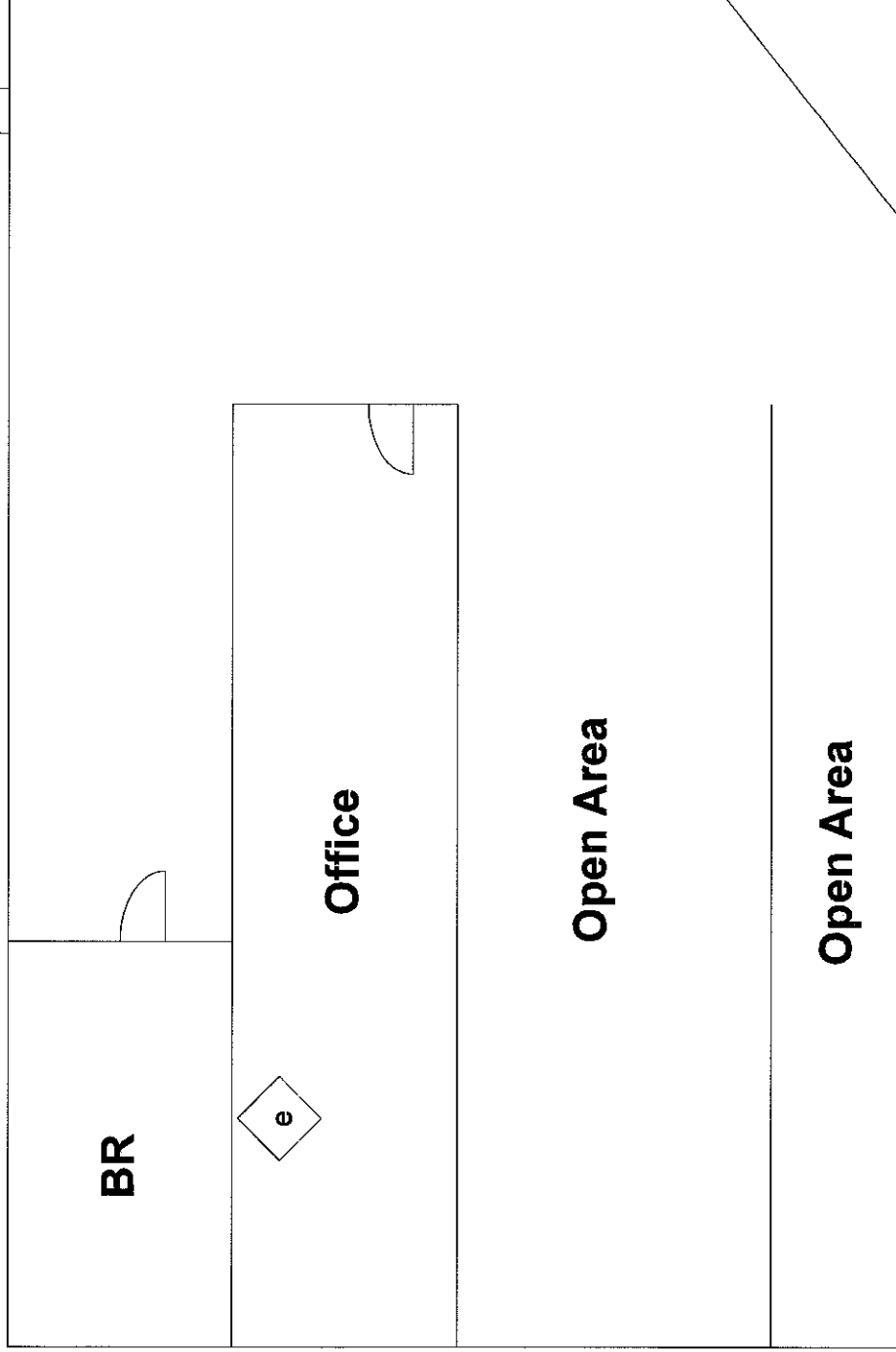
04-0377

Fayette County
Administrative Complex
Upper Level

DWG BY: R Shafer
Date: 10/13/2006
SCALE: None

Suite 205 Marshal

To Balcony



FCP	Fire Alarm Control Panel	Q.P.	2-Way FDC	Electrical Meter	Automatic Sprinkler - Full Sprinklered	Emergency Light
K	Knox Box/Keys	Single Door	Gas Line Meter	Non-Sprinklered	RV	Riser Valve
OS&Y Valve	Hydrant	electrical panel	Automatic Sprinkler - Partially Sprinklered	Overhead Door	Fire Door	Fire Door
Radioactive	Scuttle Hole	Doors	2 Lane Road	LP Tank		
Bo/Hazard	Attic Access					

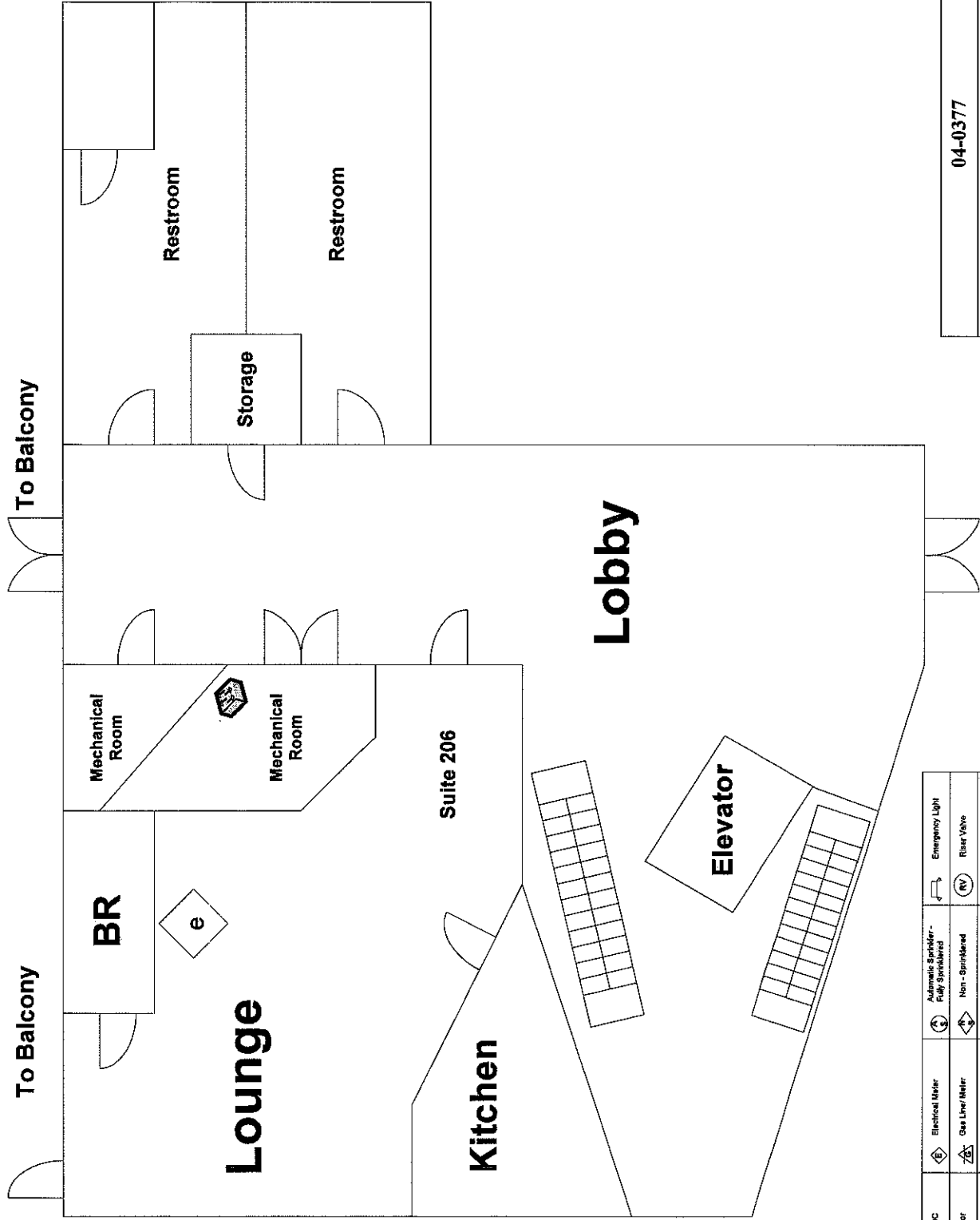
These drawings are not to scale and are for reference only.

04-0377

Fayette County
Administrative Complex
Upper Level

DWG BY: B. Opoka
Date: 11/16/2004
SCALE: None

Suite 206 Employee Lounge / Lobby



These drawings are not to scale
and are for reference only.

<div>FCP</div> <div>Fire Alarm Control Panel</div>	<div>Q.P.</div> <div>2-Way FOC</div>	<div>E</div> <div>Electrical Meter</div>	<div>⚡</div> <div>Automatic Sprinkler - Full Sprinklered</div>	<div>🔦</div> <div>Emergency Light</div>
	<div>🔑</div> <div>Nox Box/ Keys</div>	<div>⚡</div> <div>Gas Line Meter</div>	<div>⚡</div> <div>Non - Sprinklered</div>	<div>RV</div> <div>Riser Valve</div>
<div>OS & Y Valve</div>	<div>🔦</div> <div>Hydrant</div>	<div>⚡</div> <div>electrical panel</div>	<div>AS</div> <div>Automatic Sprinkler - Partially Sprinklered</div>	<div>—</div> <div>Fire Door</div>
	<div>🔦</div> <div>Bi-Hazard</div>	<div>🚪</div> <div>Door</div>	<div>🚪</div> <div>Overhead Door</div>	<div>🚰</div> <div>Fuel Pump</div>
<div>🚪</div> <div>Scuttle Hole</div>		<div>🚰</div> <div>LP Tank</div>		
<div>🔦</div> <div>Radioactive</div>	<div>🚪</div> <div>2 Lane Road</div>		<div>🚰</div> <div>Dimension Line</div>	
	<div>🚪</div> <div>Attic Access</div>			

04-0377

Fayette County
Administrative Complex
Upper Level

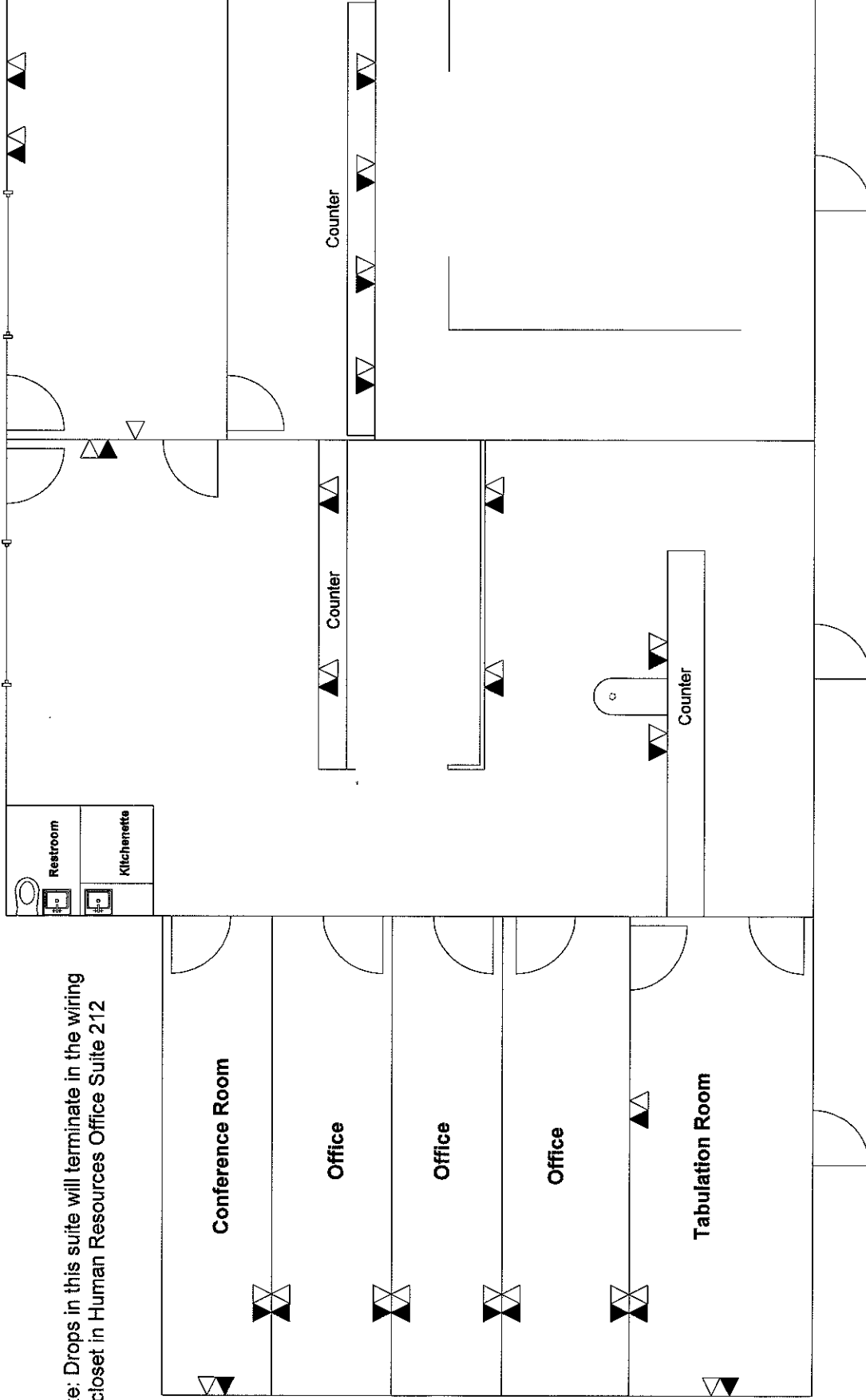
DWG BY: R Shafer

Date: 10/13/2008

SCALE: None

Suite 207 + 208 + 209a Elections

Note: Drops in this suite will terminate in the wiring closet in Human Resources Office Suite 212



FCP	Fire Alarm Control Panel	2-Way FDC	Electrical Meter	Automatic Sprinkler - Full Sprinklered	Emergency Light
Δ	Know Box/Keys	Single Door	Gas Line Meter	Non-Sprinklered	Riser Valve
Δ	O & A Valve	Hydrant	electrical panel	Automatic Sprinkler - Partially Sprinklered	Fire Door
Δ	Bi-hazard	Hazards	Doors	Overhead Door	Fuel Pump
Δ	Radioactive	Scuttle Hole	2 Lane Road	Deviation Line	LP Tank
		Attic Access			

Total Drops = 49

These drawings are not to scale and are for reference only.

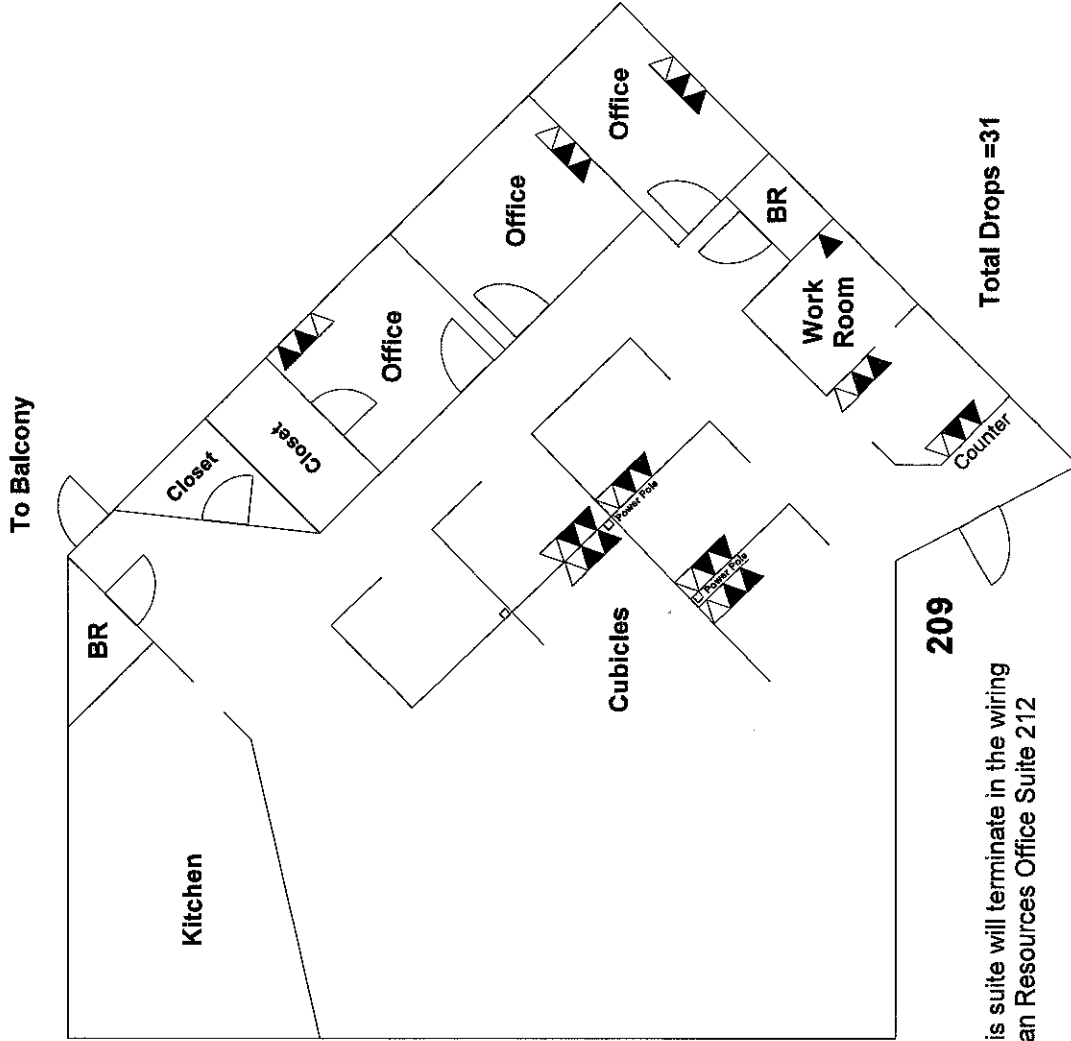
04-0377

Fayette County
Administrative Complex
Upper Level

DWG BY: R Shafer

Date: 10/13/2008
SCALE: None

Suite 209 A + 209 Extension Services



FCP	Fire Alarm Control Panel	2-Way FDC	Electrical Meter	Automatic Sprinkler - Full Sprinklered	Emergency Light
	Knox Box/Keys	Single Door	Gas Line Meter	Non - Sprinklered	Riser Valve
	O & Y Valve	Hydrant	electrical panel	Automatic Sprinkler - Partially Sprinklered	Fire Door
	Bi-hazard	Hazard	Door	Overhead Door	Fire Pump
	Radioactive	Scuttle Hole	2 Line Road	Dimension Line	LP Tank
		Attic Access			

These drawings are not to scale and are for reference only.

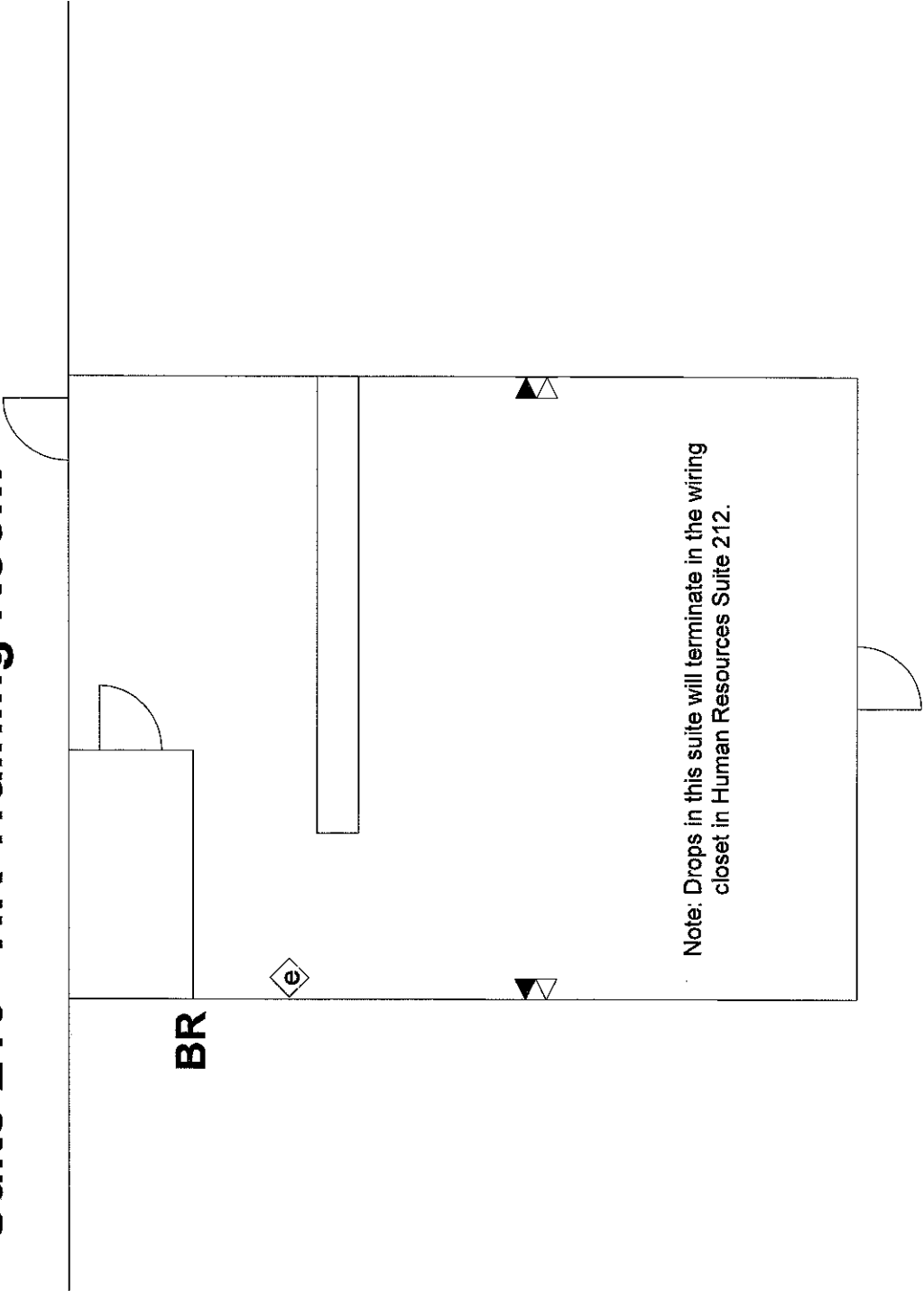
04-0377

Fayette County
Administrative Complex
Upper Level

DWG BY: R Shafer
Date: 10/13/2006
SCALE: None

Suite 210 HR Training Room

To Balcony



Total Drops = 4

These drawings are not to scale
and are for reference only.

04-0377

Fayette County
Administrative Complex
Upper Level

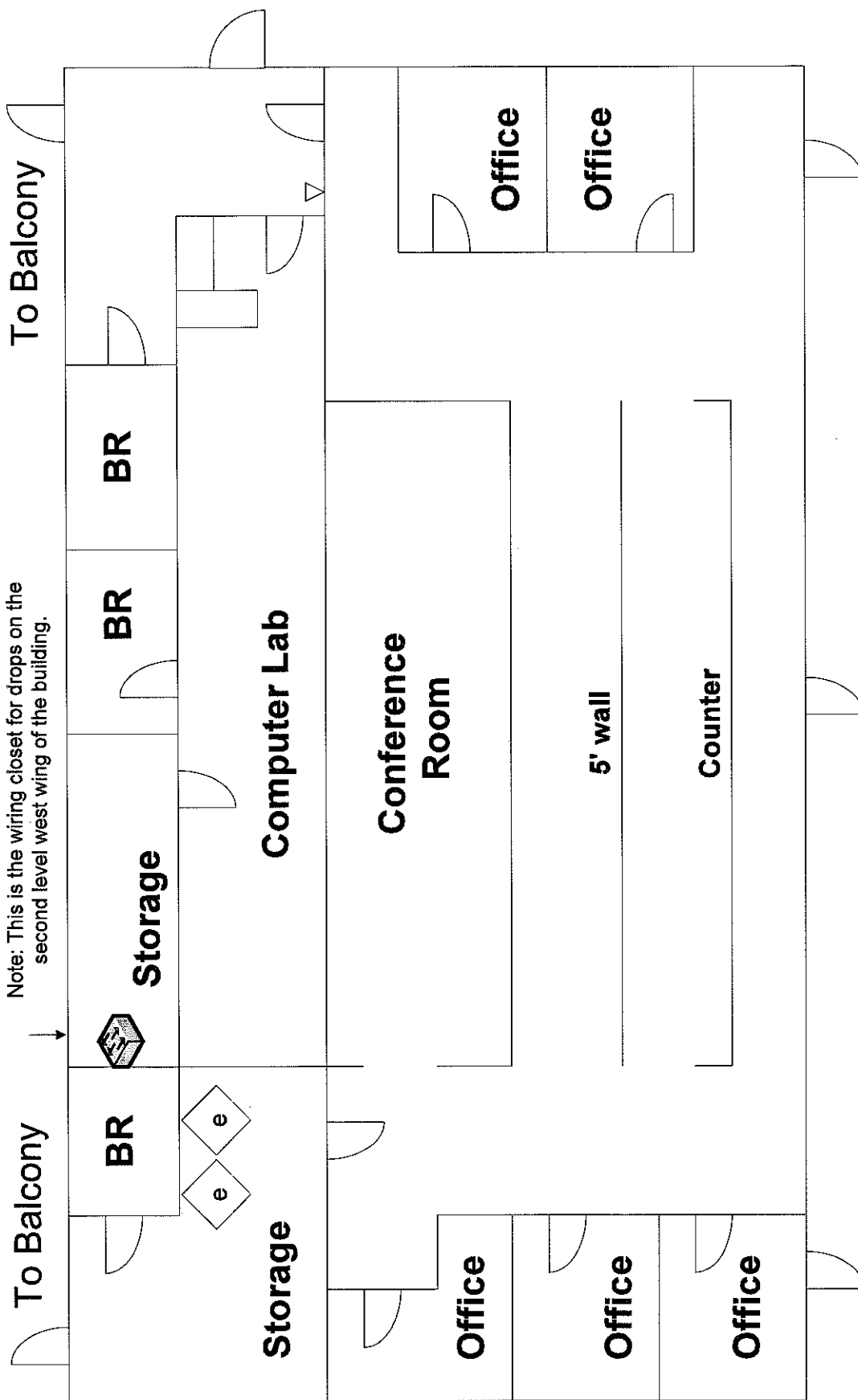
DWG BY: B. Opoka

Date: 11/18/2004
SCALE: None

FCP	Fire Alarm Control Panel	2-Way FDC	Electrical Meter	Automatic Sprinkler - High Sensitive	Emergency Light
KS	Knock Out / Keys	Single Door	Class 1 Door Marker	Non-Sparking	Riser Valve
OS & Y Valve		Hydrant	electrical panel	Automatic Sprinkler - Potentially Sensitive	Fire Door
Radon		Manhole	Door	Overhead Door	Fixed Pump
Scuff/Hole		Scuff/Hole	2-Lane Road	Chimney Line	LP Tank
Attic Access		Attic Access			

Suite 212 Human Resources

Note: This is the wiring closet for drops on the second level west wing of the building.



FCP	Fire Alarm Control Panel	2-Way PDC	Electrical Meter	Automatic Sprinkler - Riser Sprinkler	Emergency Light
KB	Knock Box/Keys	Single Door	Gas Line/Meter	Non-Sprinkler	Riser Valve
Q	Q & Y Valve	Hydrant	electrical panel	Automatic Sprinkler - Potentially Sprinkler	Fire Door
		Hazard	Door	Overhead Door	Fire Pump
		Scuttle Hole	2 Lane Road	Dimension Line	LP Tank
		Attic Access			
	Radioactive				
	Bio-Hazard				

Total Drops=1

These drawings are not to scale and are for reference only.

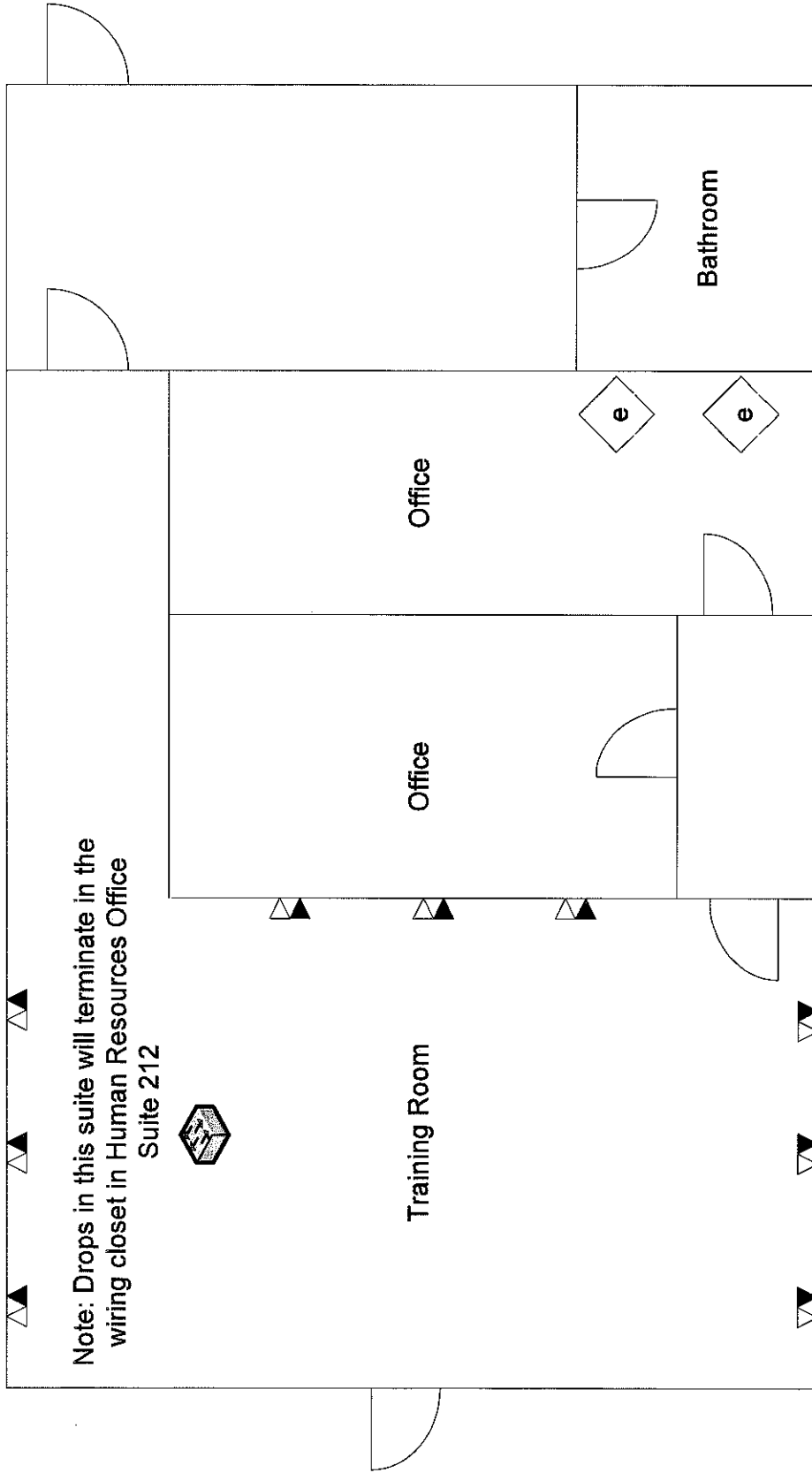
04-0377

Fayette County
Administrative Complex
Upper Level

DWG BY: R Shafer
Date: 10/13/2006
SCALE: None

Suite 214 A Fire/EMS Training

Note: Drops in this suite will terminate in the wiring closet in Human Resources Office Suite 212



Breezeway

Training Room

Office

Office

Bathroom

Hallway into 214

FCP	Fire Alarm Control Panel	Q.P.	2-Way FDC	Electrical Meter	Automatic Sprinkler - Full Sprinkler	Emergency Light
	Knox Box Keys		Single Door	Gas Line Meter	Non - Sprinkler	Riser Valve
	O & Y Valve		Hydrant	Electrical panel	Automatic Sprinkler - Partial Sprinkler	Fire Door
	Radioactive		Hazard	Doors	Overhead Door	Fuel Pump
			Scuttle Hole		Dimension Line	LP Tank
			Attic Access			

Total Drops = 18

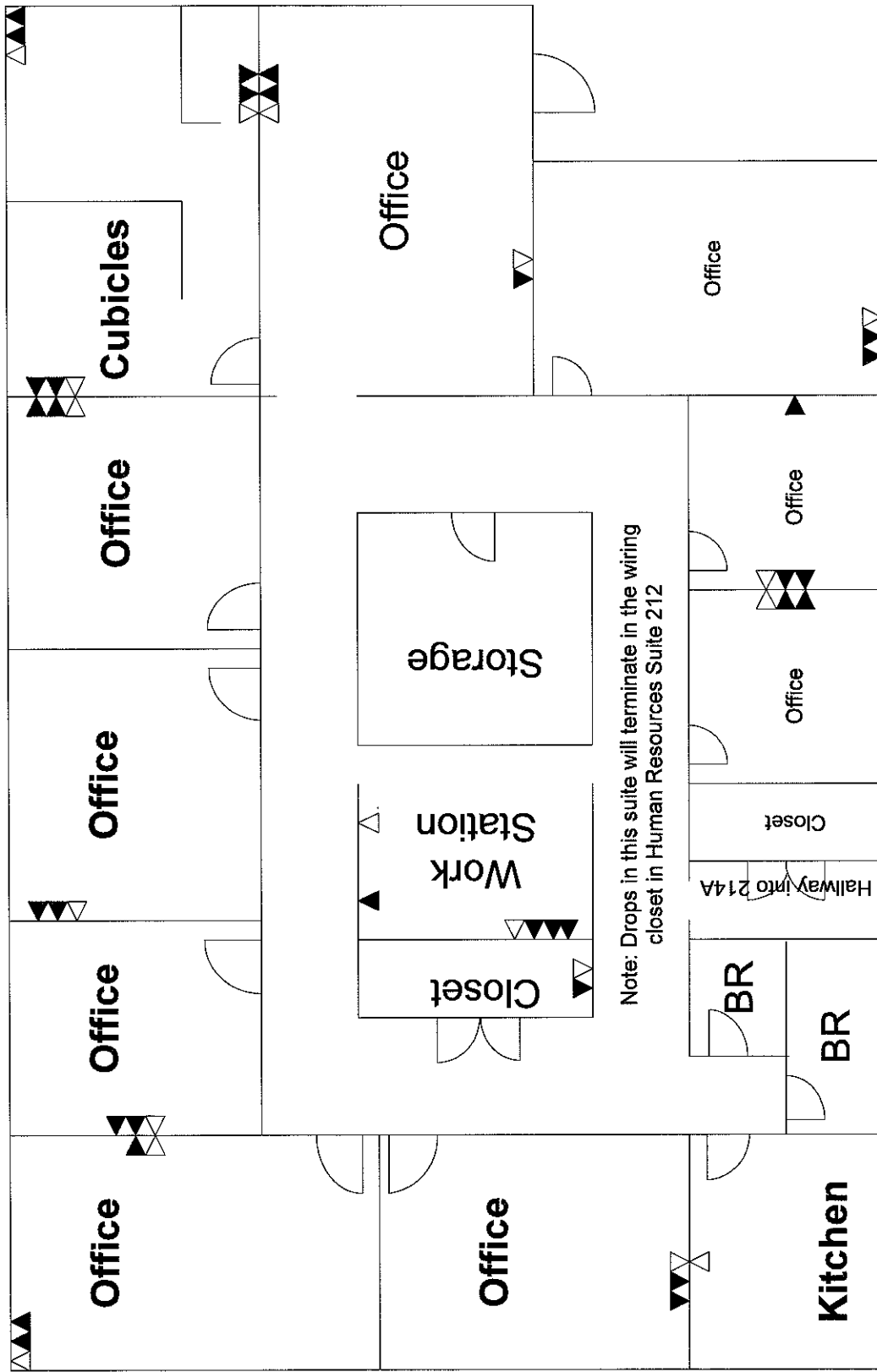
These drawings are not to scale and are for reference only.

04-0377

Fayette County
Administrative Complex
Upper Level

DWG BY: P. Schandolph
Date: 10/16/2006
SCALE: None

Suite 214 Fayette Co. Fire/EMS HQ



Note: Drops in this suite will terminate in the wiring closet in Human Resources Suite 212

FCP	Fire Alarm Control Panel	q.p.	2-Way FDC	Electrical Meter	Automatic Sprinkler - Fully Sprinklered	Emergency Light
	Door Box/Keys		Single Door	Gas User Meter	Non - Sprinklered	Riser Valve
	O.S. & Y Valve		Hydrant	electrical panel	Automatic Sprinkler - Partially Sprinklered (AS)	Fire Door
			Hazards	Doors	Overhead Door	Fuel Pump
			Scuttle Hole			LP Tank
			Attic Access			
	Radioactive					
	Biohazard					

Total Drops =50

These drawings are not to scale and are for reference only.

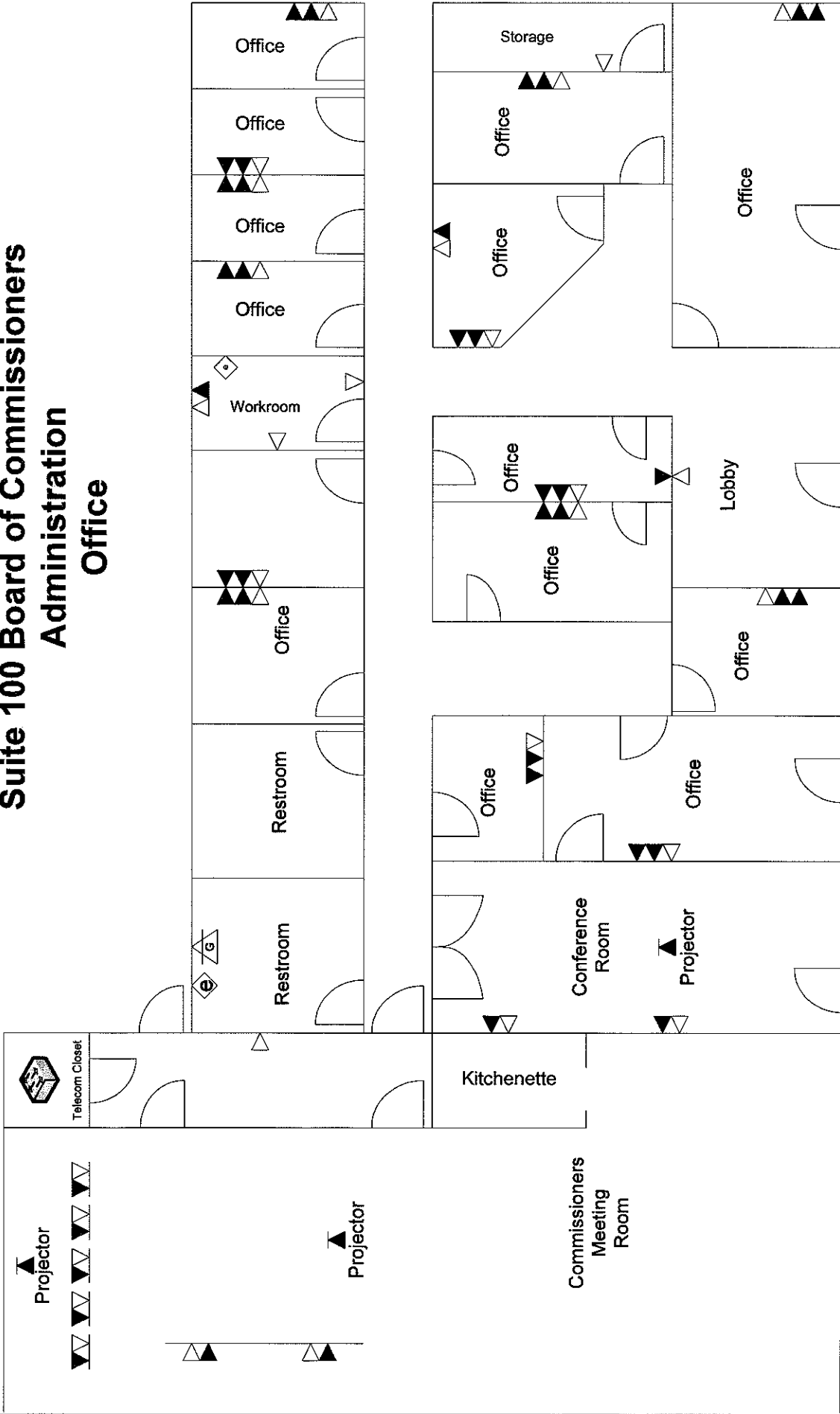
04-0377

Fayette County
Administrative Complex
Upper Level

DWG BY: P.Schandolph
Date: 10/16/2008
SCALE: None

Termination for
Admin/Finance

Suite 100 Board of Commissioners Administration Office



FCP	Fire Alarm Control Panel	2-Way TV	Electronic Mailer	Automatic Sprinkler - Pre-Engineered	Emergency Light
AK	Acoustic Ceiling Tiles	Single Door	Class 1 User Mailer	Non-Supplemental	Exit Valve
AS	OS & Y Valve	Hydrant	Automatic Journal	Automatic Sprinkler - Primary Supplemental	Fire Door
AS	Fire Alarm Control Panel	Hydrant	Drum	Overhead Door	Fire Pump
AS	Fire Alarm Control Panel	Scuttle Hole	21mm Head	Chimney Line	LP Tank
AS	Fire Alarm Control Panel	Attic Access			

Total Drops = 73
These drawings are not to scale
and are for reference only.

04-0377

Fayette County
Administrative Complex
Lower Level

DWG BY: B. Opoka
Date: 11/16/2004
SCALE: None

Note: These drops will go back to wiring closet in Administration Suite 100






























Fayette County
Administrative Complex
Lower Level

Date: 10/10/2006
SCALE: None

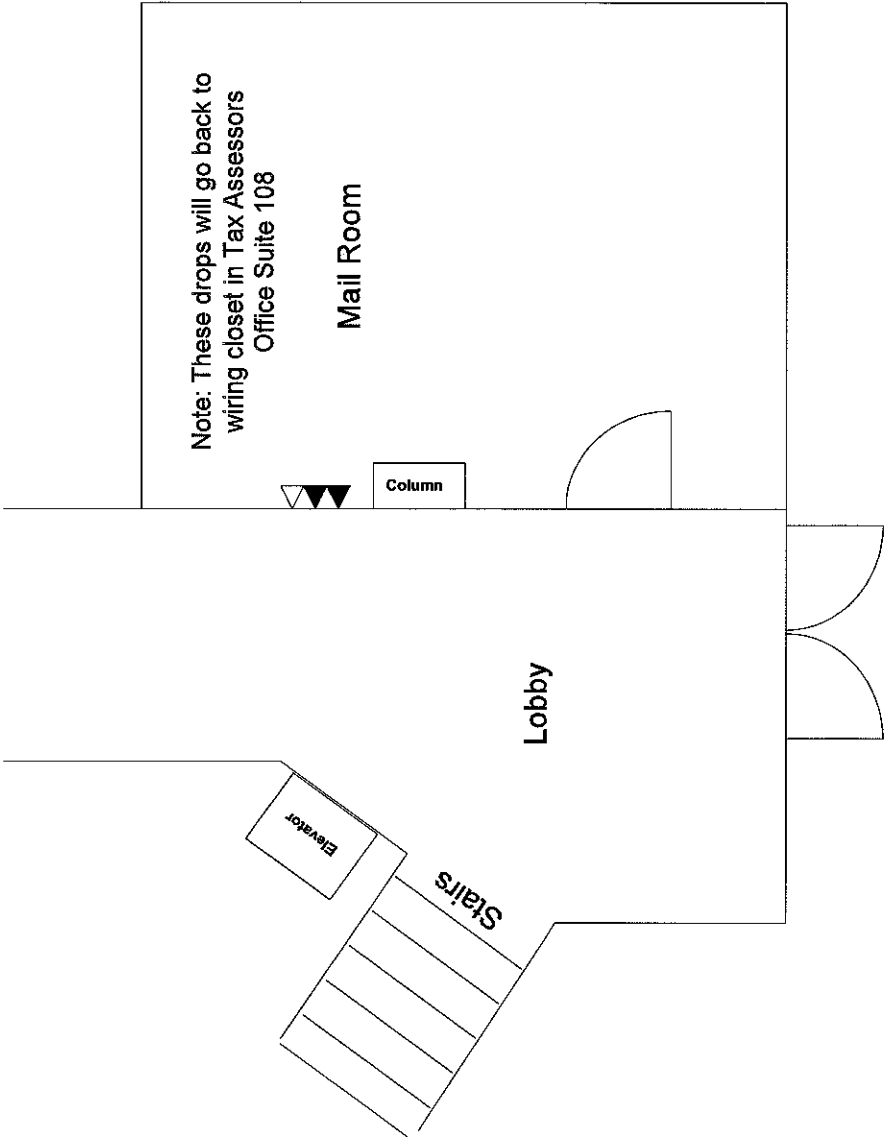
DWG BY: A. Burnham

Total Drops = 8

These drawings are not to scale and are for reference only.

Fire Alarm Control Panel 	2-Way FDC 	Electrical Meter 	Automatic Sprinkler - Fully Sprinklered 	Emergency Light 
Room Data Entry 	Single Door 	Gas Leak Detector 	Non-Sprinklered 	Smoke Detector 
OS&Y Video 	Hydrant 	Abandoned panel 	Automatic Sprinkler - Partially Sprinklered 	Fire Door 
Radioactive 	Hazardous 	Door 	Overhead Door 	Push Ramp 
Electromagnet 	Scuttle Hole 	2 Lane Road 	Elimination Line 	LP Tank 
Attic Access 	Attic Access 			

Mail Room / Lobby



FCP	For Alarm Control Panel	2-Way FKG	Electrical Meter	Automatic Sprinkler - Fully Specified	Emergency Light
Alarm	Alarm Bell	Single Door	Gas Meter	Non-Sprinkler	Exit Valve
OS&Y Valve	Hydrant	Hydrant	Additional panel	Automatic Sprinkler - Possibly Specified	Fire Door
Fire Alarm	Fire Alarm	Fire Alarm	Door	Overhead Door	Fire Pump
Scuttle Hole	Scuttle Hole	Scuttle Hole	2 Lane Road	Exterior Line	LP Tank
Attic Access	Attic Access	Attic Access			

Total Drops= 3

These drawings are not to scale and are for reference only.

04-0377

Fayette County

Administrative Complex

Lower Level

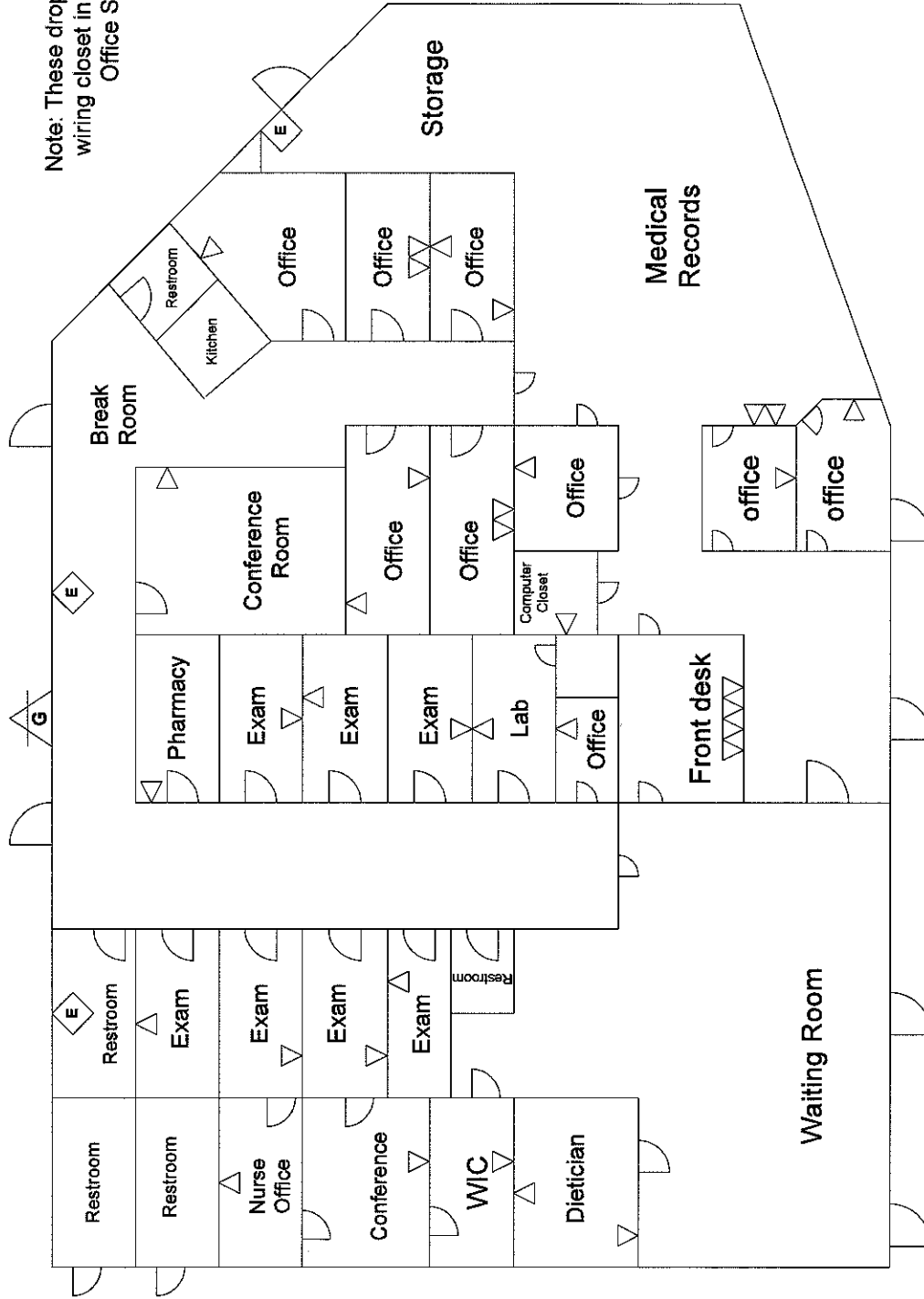
DWG BY: A Burnham

Date: 10/31/08

SCALE: Note





































Suite 107

These drops will go back to
closet in Tax Assessors
Office Suite 108



Total Drops= 35

These drawings are not to scale and are for reference only.

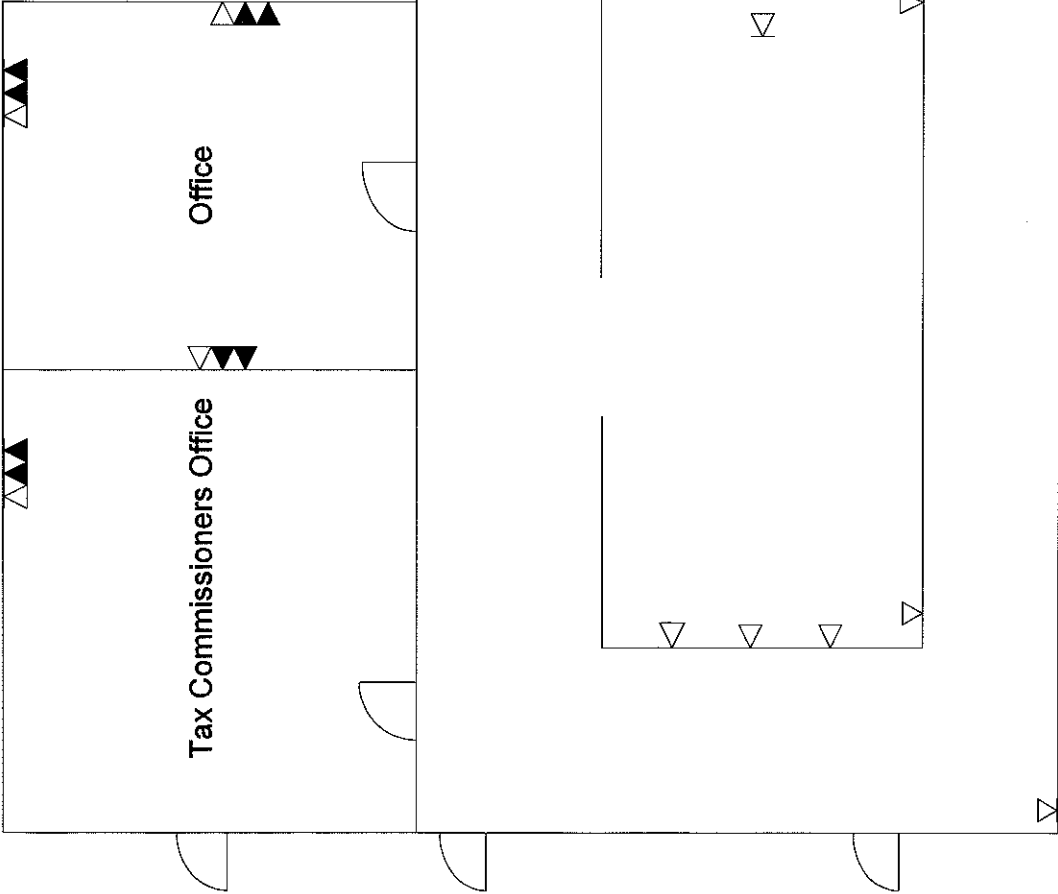
04-0377

Fayette County
Administrative Complex
Lower Level

DWG BY: A. Burnham	Date: 10/10/08
	SCALE: None

Suite 109 Tag Office

Note: These drops will terminate in the wiring closet in Tax Assessors Office Suite 108



Total Drops =25

These drawings are not to scale and are for reference only.

FCP	Fire Alarm Control Panel	3 Way FIC	Electrical Meter	Automatic Sprinkler - Fully Suppressed	Emergency Light
RA	Room Air Filter	Single Door	Gas Line Meter	Non-Suppressed	Riser Valve
OS & Y Valve	OS & Y Valve	Hydrant	Standard panel	Automatic Sprinkler - Partially Suppressed	Fire Door
Scuttle Hole	Scuttle Hole	Manhole	Door	Overhead Door	Fire Pump
Attic Access	Attic Access	2 Leaf Door	2 Leaf Door	Exhaust Fan	LP Tank

04-0377

Fayette County
Administrative Complex
Lower Level

DWG BY: A Burnham
Date: 10/13/2006
SCALE: None

Suite 110 Property Tax Office



Note: These drops will terminate in the wiring closet in the Tax Assessors Office Suite 108

FCP	Fire Alarm Control Panel	2-Way FRC	Standard Meter	Automatic Standby - Fully Specified	Emergency Light
RA	Room Air/Temp	Single Door	Gas Line Meter	Non-Specified	Other Value
OS & Y Value	OS & Y Value	Hydram	Standard panel	Automatic Standby - Fully Specified	Fire Door
Radon	Radon	House	Door	Overhead Door	Fire Pump
		Scuttle Hole	2 Low Road	Chimney Lin	LP Tank
		Attic Access			

Total Drops= 43

These drawings are not to scale and are for reference only.

04-0377

Fayette County
Administrative Complex
Lower Level

DWG BY: A Burnham
Date: 10/13/2006
SCALE: None

EXCEPTIONS TO SPECIFICATIONS / REQUIREMENTS

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

COMPANY NAME _____

PRICING SHEET

TOTAL BID PRICE FOR VOICE AND DATA CABLING \$ _____

THE COST FOR ADDITIONAL CABLE DROPS (EITHER VOICE OR DATA)

SINGLE DROP – ONE CABLE DROP TO A SINGLE LOCATION/WALL PLATE

VOICE OR DATA: \$ _____

DOUBLE DROP – TWO CABLE DROPS TO A SINGLE LOCATION/WALL PLATE

VOICE OR DATA: \$ _____

TRIPLE DROP – THREE CABLE DROPS TO A SINGLE LOCATION/WALL PLATE

VOICE OR DATA: \$ _____

NOTE: All applicable charges shall be included in your total bid price and additional cable drops, materials, equipment, systems, labor, cable drops, etc.

STATE LENGTH OF TIME NEEDED TO COMMENCE WORK AFTER NOTIFICATION OF AWARD _____

STATE JOB COMPLETION TIME _____ **DAYS**

Company Name _____

PRICING SHEET – (CONTINUED)

STATE PAYMENT TERMS _____

STATE LENGTH OF TIME AFTER BID OPENING PRICES SHALL BE HELD FIRM:

_____ DAYS

STATE LENGTH AND NATURE OF WARRANTY _____

PLEASE FILL OUT AND RETURN WITH YOUR PROPOSAL THE LAST PAGE OF THIS INFORMATION FOR BIDS. IT IS CALLED THE INFORMATION PAGE.

Company Name _____

INFORMATION PAGE

Company _____

Authorized Representative _____
(Print or Type)

Authorized Representative _____
(Signature)

Title _____

Mailing Address _____

Phone Number () _____ Fax Number () _____

Date _____

If you do not submit a bid, indicate in writing your reason(s) why and return that information to the Purchasing Department. Failure to do so may cause your company's name to be removed from the bidders list.